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ABSTRACT

Interlaced with humor based on a parody of "The China Syndrome," this five-part handbook provides Prince George's Community College (PGCC) students with a summary of college policies, procedures, and orientation information. Part I presents a short history of the college and general information pertaining to its accreditation, board of trustees, student governance board, staff and faculty organization, physical facilities, and commitment to non-discrimination. Part II describes various college services, including the Student Affairs Division, admission and testing, records and registration, the Department of Human Development, financial aid, career planning and placement, the Veterans Affairs Office, child care, campus security, books and supplies, health services, the learning resources center, and the Student Activities Office. Part III outlines the educational programs offered at PGCC and identifies instructional services, such as telecredit courses, weekend college, courses by newspaper, extension and degree centers, and community services; and reviews policies related to degree requirements, grading, and transfer of credit. Part IV discusses student organizations and publications, and Part V examines college regulations regarding general conduct, use of alcoholic beverages, traffic, athletics, and building use and contains the constitutions of two campus organizations. (JP)

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THE COLLEGE SYNDROME

A STUDENT HANDBOOK

Prince George's Community College

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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A SUPER-HEATED RACE AGAINST TIME...
BETWEEN THE EASY WAY
IN AND THE ONLY WAY OUT.

2

ACADEMIC CALENDAR

Fall Semester 1979

August 25, Saturday
Classes Begin
August 25-31, Saturday-Friday
Late Registration—Last day to add a class or change sections
September 3, Monday
Labor Day—COLLEGE CLOSED (Classes will be held during the weekend, September 1 & 2)
October 1, Monday
Last day to change from "credit" to "audit" or from "audit" to "credit"
October 9, Monday
Registration at Andrews Air Force Base—Second 8-weeks classes
October 15, Monday
Registration for second 8-weeks classes
October 16, Tuesday
End of first 8-weeks classes
October 17, Wednesday
Mid-Term—beginning of second 8-weeks classes
October 29, Monday
Last day to drop with an automatic "W"
October 31, Wednesday
Begin registration for Spring 1980 semester
November 12, Monday
Veterans's Day—COLLEGE CLOSED (Classes will be held during the weekend, November 10 & 11)
November 22-25, Thursday-Sunday
Thanksgiving Break—COLLEGE CLOSED
November 26, Monday
Classes Resume
December 10, Monday
Last day of classes—last day to withdraw
December 11-15, Tuesday-Saturday
Final Examinations
December 22-January 6, Two Weeks
Winter Break—COLLEGE CLOSED

COLLEGE SYNDROME

Remember when you were a child they told you certain myths such as:

- If you dig a hole straight down to the center of the earth, you will eventually reach China.
- Chicken Little can predict when the sky is falling down.
- If you go to college the world will be your oyster (only in months that have an "R" in them!).

Well, now that you've grown up, it's time to examine the veracity of those myths.

Myth #1—The China Syndrome—Actually scientists have determined that 12 people digging two straight columns (Column A and Column B) simultaneously would eventually reach China either by six people from Column A and three people from Column B or four people from Column A and seven people from Column B and so on. (The last combination comes with a free egg roll.)

Myth #2—The Chicken Syndrome—Actually, while there is no such person or thing as Chicken Little that can predict catastrophes, Frank Perdue once accurately predicted a hailstorm over Ocean City.

Myth #3—The College Syndrome—Is college the open door to success? Is learning really the key to living? Do wet birds really fly at night? These questions plus a plethora of other mind-boggling, spine-twisting, knee-slapping queries can best be ascertained in the following pages of this publication. Upon completion of this handy dandy handbook, the reader will have discovered various syndromes, all pointing to his or her ability to persevere through a collegiate explosion of regulations, services, requirements, and bureaucracies.

When you have determined the reality of the myth of the College Syndrome, you can go to work on the Easter Bunny and the Tooth Fairy.

AVAILABLE NOW IN THE STUDENT ACTIVITIES OFFICE

"A reading experience only surpassed by freeing the DC-10"

JAY BOYAR
Student Activities Office

Prince George's Community College
Office of Publications and Information,
Student Activities Office and the
Student Governance Board
Presents

The College Syndrome

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R RECOMMENDED READING

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THE COLLEGE SYNDROME

This handbook was compiled and published with assistance from the Prince George's Community College Office of Publications and Information, Student Activities Office, and Student Governance Board.

Are there other College publications you want but cannot find in your College Bookstore, Admissions Office or Publications Office?

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Mail to: Office of Publications and Information
Prince George's Community College
301 Largo Road
Largo, Maryland 20870
Or call: 322-0915

Please send cash or Traveler's Checks. We have to remain easily solvent to skip town at a student's notice.

Seriously, any Prince George's Community College publication is available upon request, FREE OF CHARGE, by writing to or calling the above address and telephone number.

ACKNOWLEDGMENTS

This handbook is dedicated to all the folks who provide syndromes both on and off campus:

To the Food Services people, whose greatest creation has become the Largo Elimination (not to be confused with a contest, but *should* be confused with Montezuma's Revenge and the Aztec Two Step);

To the Biology Department (in conjunction with Bob Evans) which can provide the College Community with an emergency supply of hickory smoked fetal pigs and pickled pigs feet in case of a nuclear accident;

To the Physical Plant, whose general concept of a wrench is a place where Jewish cowboys roam;

To the Institutional Research Office, whose latest position paper mentioned nothing about missionaries or Mounties;

To those wild and crazy, creative, original folks at the University of Minnesota, Waseca, who introduced us to the wonderful world of copywriting;

To the members of the Romance Languages Department, who taught us that "Will you still respect me in the morning?" is not an essential part of every vocabulary;

To the Security Force, who shot a crazed English instructor for throwing a whoopie cushion into the Rennie Forum.

INTRODUCTION

The Prince George's Community College Student Handbook has a dual function. The foremost is providing a useful guide of College policies and procedures and pertinent general information, so students are able to effectively and creatively use available College services; second is sheer entertainment.

Several years ago, the major proponents of the Student Handbook, the Student Activities Office, surveyed Prince George's Community College's own student handbook and other college handbook formats and found these essential publications lackluster and, frankly, boring. The problem was apparent: how to increase the readability of the Student Handbook. To this end, the literary license for parodying was taken, and past issues of the Student Handbook, profusely interjected with humor, have been look-alikes for such publications as *Reader's Digest, The Farmer's Almanac, the National Enquirer, The Total Woman,* and *Close Encounters of the Third Kind.* The intermittent humor provided much needed comic relief and seems to have stimulated readership.

For those who do not recognize the format, the 1979-80 Prince George's Community College Student Handbook mimics *The China Syndrome.* To use the handbook efficiently, knowledge of its physical design is necessary. Nonsensical copy appears in **bold type,** while legitimate information is set in regular type, so that your reading can be both profitable and enjoyable.

NOTE:

While this handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware (1) that this handbook is not intended to be a complete statement of all procedures, policies, rules, and regulations which may be contained in this handbook, and (2) that the College reserves the right to change without notice any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules and regulations which may be contained in this handbook, and (3) that departmental procedures, policies, rules, and regulations, whether or not contained in this handbook may be applicable to students in those departments.

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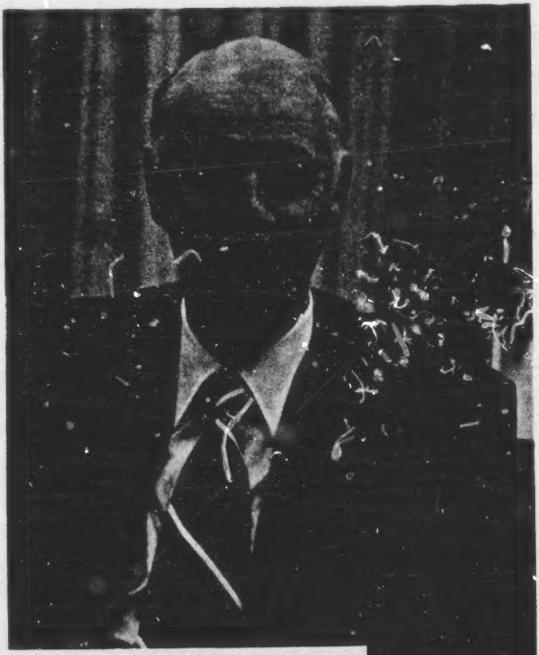

THE PRESIDENTIAL SYNDROME

Many students matriculating at Prince George's Community College often wonder what it takes to be the president of an institution the size and magnitude of our college. Some of them even go as far as joining the "Future College President's Club," as did our present College president during his formative years as an undergraduate.

After prolonged and sometimes detailed research on the lifestyle, background and certain peccadillos of our President, Dr. Robert I. Bickford, we have developed some telltale syndromes that suggest presidential potential. While not entirely tested on a truly representative group (actually we only showed them to the Parts Department Manager at Sears), the following are presidential syndromes as observed at Prince George's Community College:

A. Lifetime membership in the Lions Club, the Mickey Mouse Club, FONZ, or a yearly pilgrimage of the Wildlife Preserve.
B. Ability to think quickly in crisis situations (example: During the student demonstration era of the late 1960's, an aide rushed into Dr. Bickford's office with the alarming news, "The students are revolting!" Dr. Bickford hastily replied, "Yes, but I love them anyway.")
C. Ability to quote F. Scott Fitzgerald, Thoreau, Emmanuel Kant and Richard Pryor.
D. Ability to research and publish (example: Dr. Bickford wrote his doctoral dissertation demonstrating conclusively that William Shakespeare and Francis Bacon were the same person since they never were seen in a photograph together nor observed together attending a ballgame or disco.)
E. Be important! (example: Dr. Bickford is on a first-name basis with Earl Schieb, Arthur Treacher, Kermit the Frog, and Wendy.)
F. Ability to be interdisciplinary (example: Researchers from the Law Enforcement and Psychology Depart-

ments asked Dr. Bickford if he knew what made a criminal tick. Dr. Bickford replied, "I once knew a beggar beatle and a killer bee but I never met a criminal tick.")

G. Be athletic (example: At a recent golf tournament, Dr. Bickford was asked, "What's your handicap?" to which he replied, "I'm allergic to fur-bearing animals!"

Enough, as Bob Hope might say, "seriously folks," the following are actual syndromes of Dr. Robert I. Bickford's career:

He was born in Prince George's County not far from the Largo campus, graduated from the University of Maryland with a B.S. in Education, and continued his education at George Washington University where he received his Master and Ed.D. degrees in Higher Education. He spent his early years as an educator teaching high school prior to entering the field of higher education. While at PGCC, Dr. Bickford served as Director of Athletics as well as Student Activities, then Dean of Evening and Community Education before becoming President in 1972.

As President of Prince George's Community College, Dr. Bickford's charge to all new members of the College Community is as follows:

The process of learning can be the special ingredient that makes your tenure at PGCC a truly memorable one.

Your College Syndromes can be filled with opportunities to interact with classmates, faculty, and other members of the College Community while your attitudes, educational needs, and career objectives are supported by a professional staff dedicated to individualized service.

It has been said that "in the future, the learning individual will replace the knowing individual as society's most valued asset." PGCC is dedicated to that end, to provide an environment where learning syndromes are available to all wishing to partake of these experiences.

In conclusion, I charge you, one and all, to create your own College Syndrome as a moving, lasting, and enriching aspect of your life.

IX

SYNDROME—

1. a group of signs and symptoms that occur together and characterize a particular abnormality.

2. a set of concurrent things (as emotions or actions) that usually form an identifiable pattern.

Chapter I

The Campus Syndrome

You know you're ready to learn about the Campus when you exhibit the following Syndromes:

You may not be odd or even, but the Campus is;

You discover that the Owl is the College Mascot and you develop an insatiable appetite for Owl a l'Orange Flambé, or an R.C. Cola and a Moon Pie;

You have a strange desire to read any notice that has Roman Numerals on it, or memos from Roman Polanski or sing his favorite song, "Thank Heaven for Little Girls;"

You appreciate the architectural splendor of Beltsville and immediately sell your home in Tantallon and move into a trailer court in Waldorf.

QUEEN ANNE
FINE ARTS
BLADEN HALL
Nurse Office
Publications
Associate Dean Community Services
Weekend College
Telecredit Course
Courses by Newspaper
Community Services
Community Resources Development
Henson Science Wing
Television Studio
Admissions
Records
Financial Aid

HISTORY

Prince George's Community College was founded in 1958 as a night college, offering classes at Suitland Senior High School to an enrollment of 185 students. After nine years as an evening college, PGCC moved in 1967 to its present 150-acre campus at Largo, where both day and evening classes were offered to an enrollment of 2,500. At the time, the PGCC campus consisted of Bladen Hall, the classroom building; Kent Hall, the library and administration building; the Queen Anne Fine Arts building, which houses the Hallam Theatre; and Novak Field House, the gymnasium.

To fulfill the needs of a steadily increasing enrollment, Lanham Hall, the Technical and Career Education Center, was constructed in 1970 and became the fifth campus building. Since 1972, the College has expanded both its credit and non-credit programs throughout Prince George's County and presently operates a regional "degree center" in both the northern and southern areas of the County, in conjunction with six extension centers located throughout the county. In 1974, ground was broken for two additional facilities—the Largo Student Center and Marlboro Hall (a classroom building and art gallery)—to accommodate the expanding enrollment. Both buildings were dedicated in the Fall of 1975 and have been in use since the beginning of the 1976-77 student year.

Renovation of the first floor of Bladen Hall was begun in 1976, and in the Spring of 1977 offices directly involved with student enrollment in credit and non-credit programs were centrally relocated to Bladen Hall, with the purpose of making the use of these offices more convenient for the student.

Prince George's Community College is governed by an eight-member Board of Trustees. Seven members are appointed by the Governor of Maryland, and the eighth member is a student selected by an annual vote of the student body.

ACCREDITATION AND MEMBERSHIP

Prince George's Community College is accredited by the Maryland State Department of Education and by the Middle States Association of Colleges and Schools.

The College is a member of the Junior College Council of the Middle Atlantic States, the Maryland Association of Community and Junior Colleges, the American Association of Community and Junior Colleges, and the American Technical Education Association.

The counseling department is approved by the American Board of Counseling Services, Inc. and the International Association of Counseling Services.

The nursing department is approved by the Maryland State Board of Examiners of Nurses and is accredited by the National League of Nursing. The Dental Assistant Technology Program is approved by the Maryland State Dental Association and is accredited by the American Dental Association, Council on Dental Education. The Electronics Engineering Technology Program is accredited with the Engineers Council for Professional Development. The Civil Engineering Technology Program is "Candidate for Accreditation" by The Engineers Council for Professional Development.

GOVERNANCE

Prince George's Community College is aided in its internal governance by four groups of mexmbers of the College Community: Administrators, Faculty, Classified Staff and Students. Under Board of Trustee policy, these groups, as well as individual members of the College Community, are given the opportunity to comment in the formulation of College policies and procedures.

THE BOARD OF TRUSTEES

PGCC is governed by an eight-member Board of Trustees, seven of whom are appointed by the Governor of Maryland. The eighth member is a student elected annually by the student body. The Trustees meet regularly on campus to oversee College operations. The Chairperson of the Board of Trustees is Mr. Benjamin Goldfaden with Mr. James A. Russ serving as Vice-Chairperson. The other Board members are: Mr. Bernard T. Devaney, Mrs. Clare M. Ferguson, Dr. David F. Johnson, Dr. Irvin A. Lavine, Mr. John R. Bailer, and Ms. Jennifer Walker (student). Daniel I. Sherry, Esq. is the Board Attorney. The College president serves as secretary-treasurer of the Board.

PRESIDENT

Dr. Robert I. Bickford, PGCC's president, assumed the College's top administrative post in 1972. Dr. Bickford has been with PGCC since it was an evening college located in Suitland High School. Prior to assuming the presidency, Dr. Bickford served as PGCC's Director of Student Activities and later as Dean of Evening and Summer Instruction. Dr. Bickford is a native of Prince George's County, now residing in Seabrook.

THE STUDENT GOVERNANCE BOARD

The primary function of the Student Governance system of Prince George's Community College is for students to share in the development and administration of College policies and activities. To accomplish this, the administrative, legislative, and judicial powers of the student body are vested in the Student Governance Board. Students may exercise self-government authority and responsibility for various aspects of their curricular and co-curricular experiences at the College. Working as an integral part of the total system of College Governance, the SGB provides a vehicle for student self-determination.

THE ADMINISTRATION STAFF ORGANIZATION

The Administrative Staff Organization of Prince George's Community College is comprised of the program directors, directors, associate deans, and deans of the College. The primary functions of the organization are:

1. The promotion of more effective communications with all other constituencies within the College Community;

2. Enhancement of the leadership role of the Administrative Staff;
3. More effective participation in the formulation of College policies and procedures;
4. Cultivation of the mutuality of interests of those who are engaged in or concerned with the administration of higher education.

THE CLASSIFIED STAFF ORGANIZATION

The purpose of the Classified Staff Organization of Prince George's Community College is to participate, in conjunction with the Board of Trustees, in the formulation of the policies of the College, especially those affecting the Classified Staff, which is made up of the paraprofessional, professional, technical, clerical, custodial, maintenance, and security staff. The CSO offers full cooperation with all other official College organizations and committees.

THE FACULTY ORGANIZATION

The purpose of the Faculty Organization of Prince George's Community College is to provide for the improvement of learning processes at the College, including, but not limited to, provision for representation of the faculty viewpoint in decision-making at the College; and promotion of the well-being of all faculty members. It does this through the actions of its representative body, the Faculty Senate.

STUDENTS

PGCC currently enrolls over 20,000 students drawn from those attending classes both day and evening at the Largo Campus, the Extension and Degree Centers, and from the Community Services courses. Part-time students comprise two-thirds of the College's student population and over one-third of the student body attends classes in the evening. The average age of the student at PGCC is about 30.

BUILDINGS

Kent Hall houses the offices of the President, Planning Director, Dean of Arts and Sciences, Dean of Technical and Career Education, Dean of Evening and Community Education, Dean of Student Affairs, Dean of Business Affairs, Personnel, Budget, Accounting, Payroll and the Learning Resources Center.

Bladen Hall includes the Henson Science Wing, television studio, many general classrooms and the following offices: Health Services (nurse), a counseling office, Community Resources Development, Publications, Community Services, Admissions, Extension Center, Institutional Research, Records and Registration, Veterans Affairs, Financial Aid and Faculty Senate, as well as the faculties of science, geography, anthropology, career English, foreign language, and philosophy.

The faculties of nearly all of the Technical and Career Education department are located in *Lanham Hall*. Additionally, many general classrooms and specialized laboratories are in this building, as well as a counseling office and the office of the Associate Dean for Health Technology.

Marlboro Hall contains many general classrooms, as well as specialized facililties for art and music. The faculties of music, art, the remainder of the Social Sciences, Mathematics, and the remainder of English are housed in this building. Also, the faculties of developmental programs, physical sciences, and accounting are here. The Offices of Community Information, Human Development, Testing, Career Planning and Placement, Cooperative Education, Associate Deans of Business Technology and Scientific and Service Technology, English, Social Science, Science and Math and the Computer Science Center are located in this building.

The *Largo Student Center* contains the bookstore, cafeteria, Student Governance Board, Agora Pub, Student Activities Offices, game rooms and general lounge space.

Housed in *Queen Anne Hall* are the Hallam Theatre, speech and drama faculty, and the office of the Associate Dean for Humanities.

Temporary buildings house the Construction and Purchasing Office as well as certain Physical Education faculties and a counseling office.

Novak Field House contains a gymnasium, the Associate Dean for Health, Physical Education and Recreation, as well as the faculties for these areas.

Physical Plant and Security Offices are housed in the *Maintenance Building* adjacent to the College Warehouse.

NON-DISCRIMINATION INFORMATION

Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, age, race, color, religion, national origin, or status as a qualified handicapped person, qualified disabled veteran, or Vietnam era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, or status as a qualified handicapped person, qualified disabled veteran, or Vietnam era veteran, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and, including the use of any building, structure, room space, materials, equipment, facility or any other property. One who believes oneself or any specific class of individual, to be subjected to prohibited discrimination may, by themselves or a representative, file a written complaint with the United States Commissioner of Education or with the College President, or both. Robert C. Hardwick, Room 132, Kent Hall, coordinates the College's program of non-discrimination on the basis of handicap.

Further, Prince George's Community College, as a recipient of Federal financial assistance, is required by Title IX of the Education Amendments of 1972, as amended, not to discriminate on the basis of sex in the educational programs or activities which it operates. This requirement not to discriminate in educational programs and activities extends to employment by and admission to the College. Inquiries concerning the application of Title IX may be referred to the Director of the Office of Civil Rights of the Department of Health, Education and Welfare, or to Rosanne Schoen, the College Title IX Coordinator, Room 105, Kent Hall.

ORGANIZATIONAL CHART

President	Dr. Bickford
Assistant to the President	Mr. Hardwick
Dean of Arts and Sciences	Dr. Kuhn
English Studies	Dr. Shandloff
Humanities	Dr. Handley
Instructional Development	Mr. Shore
Learning Resources	Mrs. Nekritz
Physical Education, Health, Recreation and Athletics	Dr. Scott
Science, Math, and Engineering	Dr. Love
Social Studies	Dr. Robertson
Dean of Business Affairs	Mr. Wilson
Associate Dean	Mr. Felabom
Accounting	Mr. King
Budget	Mr. Miller
Computer Science	Dr. Schwartz
Payroll	Mrs. McCann
Personnel	Mrs. Schoen
Physical Plant	Mr. Wolfe
Purchasing	Ms. Shaffer
Dean of Evening and Community Education	Open
Extension Centers	Dr. James
CETA	Mrs. Norwood
Community Resources Development and Special Programs (Weekend College, Telecredit, and Newspaper Courses)	Dr. Hanberry
Community Services	Mr. Hudson
Dean of Student Affairs	Dr. Leach
Admissions and Testing	Mr. Weaver
Career Counseling and Placement	Dr. Borchard
College Publications and Information	Open
Community and School Articulation	Mr. Wiley
Financial Aid	Ms. Sharps
Human Development	Dr. Busky
Records & Registration	Mr. Seldomridge
Student Activities	Mr. Boyar
Veteran's Affairs	Mr. Rothchild

Dean of Technical and Career Education	Mr. Wise
Business Studies	Mr. Vozar
Nursing	Ms. Levitt
Institutional Research	Dr. Larkin
Scientific & Service Technology	Mr. Basaman

ADVERTISEMENT

NUCLEAR

TOP TEN

HIT PARADE

1. Staying Alive
2. Nuke of Earl
3. I Will Survive
4. There's No Business Like Glow Business
5. You Always Hurt the One You Love
6. Glow Little Glow Worm
7. Pennsylvania Polka
8. Flying High
9. I Left My Heart in San Francisco but the Rest of my Body Remained in Harrisonburg
10. You Light Up My Life

KENT HALL EXPLOSION REVEALS ADMINISTRATIVE FALL-OUT

During a recent explosion in Kent Hall various items from administrators' offices were blasted into the Largo outer space. The flotsam and jetsam from these offices have provided us with tell-tale administrative fall-out.

Through a scientific process of scrutinizing the administrative fall-out and correlating the items with individual job functions it is possible, and sometimes but not always, intersting to observe the syndromes of administrative duties. It is indeed profitable to observe these duties for one never truly understands what jobs these people perform—do one?

PRESIDENT

Found were:

- a pair of Adidas sneakers
- a termite-ridden gavel
- a Lacoste shirt with an emblem of a terrapin instead of an alligator
- a book by Richard Pryor, *My Most Inspirational Speeches*
- a record of Frank Sinatra's *"I Did It My Way"*
- a political bumper sticker reading "Keep Cool With Coolidge"
- a copy of the President's job description calling for responsibility for overall operation and administration of the college

DEAN OF EVENING AND COMMUNITY EDUCATION

Found were:

- a citation for Honorable Mention in the "Phantom of the Opera" Look Alike Contest
- a Tony Bennett record of "It's Quarter to Three; There's No One in the Place Except You and Me."
- A copy of his secretary's job description longer than his own
- a book entitled, *This is No Fly-By-Night-Operation*
- a "Winnie the Pooh" night light
- a job description claiming that the Dean of Evening

and Community Education is responsible for the Evening Program as well as Summer and Special Sessions. Additionally, in the larger community the Dean administers the non-credit programs and courses and Extension and Degree Centers. Also under the Dean's supervision are: Conferences, Management Institute, Upward Bound, PREP Program, IDEA program, and the CETA Programs throughout the County. He is located in Room 127, Kent Hall.

air
planes
6¼

DEAN OF ARTS AND SCIENCES

Found were:

- **a book entitled *How to be Tall***
- **detailed plans for the construction of an office prayer rail**
- **a box of multi-colored chalk**
- **a job description for his secretary identical to his own**
- **a T-shirt reading "I am Omnipotent"**
- **a memo answering every question that has ever been asked since the Renaissance**
- **an application for a personalized license plate to read, ELF**
- **a citation for winning first place in the Keebler Elf Look-Alike Contest**
- a copy of a job description stating that the Dean of Arts and Science provides leadership for the academic areas in the Arts and Sciences to promote the instructional tasks and enhance communication by which faculty members can accomplish their instructional goals. He coordinates and maintains curricula offerings and the establishment of new programs study in the Arts and Sciences and is responsible for all transfer program offerings.

DEAN OF STUDENT AFFAIRS

Found were:

- **a copy of his secretary's job description more complex than his own**
- **a citation for winning second place in the Joe Garagiola Look Alike Contest**
- **an envelope containing a lock of baby hair**
- **a book entitled *Show Me Some Students And I'll Show You Some Affairs***
- **a white silk scarf originally worn by Baron von Richtoffer in the Battle of Bladensburg**
- **an unused jar of Ragu motor oil**
- **Mork's autograph**
- **a bumper sticker reading "Bald is Beautiful"**
- a job description for administration of the Division of Student Affairs. He also hears appeals regarding individual student problems and administers and interprets College policies relating to student programs and the Code of Conduct. He is very loving and patient, and can sometimes be found in Room 119, Kent Hall.

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DEAN OF TECHNICAL AND CAREER EDUCATION

Found were:

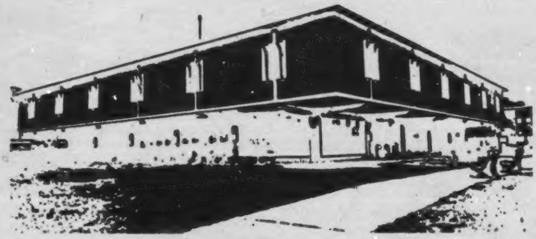
the Dean himself
a T-shirt reading "Love a Nurse Today"
an Erector Set
a copy of his secretary's job description similar to his own but written in Latin
a book entitled *How To Talk Fast*
an expurgated recording of "Nothing Could Be Fina Than To Be In Carolina In The Morning"
a polyester lab coat autographed by E.J. Korvette and J.C. Penny
a catalog from the parts department of Sears
a book entitled *The Bobbsey Twins Go Dixie*
a bumper sticker reading "Titillate Your Local Technician"
a recipe for timed-release stewed prunes
a job description charging the Dean with the overall responsibility of administering the Technical and Career Education Programs. His office in Kent Hall, Room 125, is open to students who need assistance.

DEAN OF BUSINESS AFFAIRS

Found were:

a Certificate of Appreciation for the Bert Lance Accounting Club
a T-Shirt emblazoned with "Barry Goldwater is a Pinko"
a book entitled *Military Tactics and Strategies of General George Armstrong Custer*
a book entitled *How to Overcome the Strategies and Tactics of General Custer,* by Sitting Bull
a copy of his secretary's job description that's a lot more interesting than his own
a memo regarding the care and nomenclaure of the M-14 Rifle
a football autographed by Bear Bryant and Woody Hayes
an Honorary Doctorate in Remedial Math from the University of Notre Dame
a bumper sticker reading "Kin Ah Hep Yew?"
a job description assigning responsibility for financial

operation of the College; he administers programs of Personnel, Physical Plant, Data Processing, Security, Purchasing, Budget, Payroll, Computer Science, and Accounting, and can be found in Kent Hall, Room 107.



Chapter II

The College Services Syndrome

You know you're either ready to be serviced by this College or by Man 'o War, depending on personal preference, when you display the following syndromes:

You discover that the *real* China Syndrome should be found in the cafeteria along with the Silver Syndrome, the Trash Syndrome, and if you're lucky, the would-be famous Napkin Syndrome;

You realize that financial aid tastes a lot better than Kool Aid and is much safer if taken in groups;

You accidentally discover that the Human Development Department and the Good Humor Corp. have gotten together and are producing Ice Cream Clones;

You need financial aid and Karl Malden takes off his hat to you, bounces a check for you, or refuses to honor your traveler's check; and

You realize you don't need Health Services even if you have CLEP.

STUDENT SERVICES

The following student services are listed with the appropriate information for student use of those services and offices.

STUDENT AFFAIRS DIVISION

The Student Affairs Division offers programs and services which help students to develop their potential. Through self-assessment, a growing cultural and social awareness, proficiency in planning and decision-making, and the ability to resolve learning problems, the needs of unique student populations are met. In addition, direct services are provided to assist students in their entry to the College and their eventual transition to some type of appropriate placement when they leave the College.

ADMISSIONS AND TESTING

This office, located in B-154, is open from 8:30 a.m. to 9:00 p.m., Monday through Friday. The office covers three functions: pre-admission information and service; all admission/readmission of students; administration and related activities for the CGP entrance/placement test and the Michigan test, as well as a wide variety of other measurements. Test and admission records for new students are located in B-154.

If you want:

. . . information about the admission procedures, test administration, requirements for admission, call 322-0866 or come to B-154.

. . . to apply for admission, secure the admission packet from B-154 and follow the enclosed directions. The $10.00 admission fee is payable in the Cashier's Office, B-178.

. . . to register for the entrance/placement test (CGP)

1. Mail to take the admissions application to the Cashier's Office with $10.00 application fee. SAVE THE RECEIPT.

2. Go to B-154. Show the receipt for payment of the admission fee, receive test materials, and set the date for your test.

3. Those who mail the application must also go to B-154. After verification of fee payment, you will receive test materials at that time.

. . . to take interest/aptitude tests, see a counselor in M-2094.

. . . information about CLEP, call 322-0653, or CLEP headquarters, 296-5930.

. . . information about Challenge examinations, call the department in which you wish to be examined.

. . . to arrange for the Michigan Test for foreign student English language proficiency, come to M-2104 and ask about dates and arrangements for the test.

. . . to apply previously earned college credits toward your PGCC degree, come to B-154 and complete the form requesting transcript evaluation.

RECORDS AND REGISTRATION

Located on the first floor of Bladen Hall, the office of Records and Registration handles curriculum changes after enrollment, registrations, address changes, withdrawal from the College, course changes, the academic calendar, graduation requirements and clearance, transcript requests, grades, and veterans affairs. Call 322-0801.

Type of Education Records	**Location Where Maintained**	**Title and Address of Responsible Official**
Permanent Academic Records	Records Office	Director of Records and Registration Bladen Hall
Veterans' Records	Veterans Affairs Office	Director of Records and Registration Bladen Hall

Admissions Applications	Admissions Office	Director of Admissions and Testing Bladen Hall
Disciplinary Records	Dean of Student Affairs	Dean of Student Affairs Kent Hall 119
Financial Aid Records	Financial Aid Office	Director of Financial Aid Bladen Hall
Health and Vocational Rehabilitation Records	Health Center	Health Nurse Bladen Hall 125
Employment Records	Personnel Office	Personnel Officer Kent Hall 105
Clinical Evaluations for Nursing and Allied Health Students	Health Technology Office	Associate Dean Health Technology Lanham Hall 314
Community Services Records	Community Services Office	Associate Dean Community Services Bladen Hall 132

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RECORDS DISCLOSURE

NOTICE TO STUDENTS

Prince George's Community College, in compliance with the Family Educational Rights and Privacy Act of 1974 (the so-called "Buckley Amendment"), has adopted policies and procedures dealing with education records, under which the College:

- Permits students to inspect and review their education records and obtain copies upon payment of $1 for a transcript and $.25 per page for other records.
- Does not disclose personally identifiable information from a student's education records without consent, except as specified in the procedures and permitted by the Act. Records of such disclosures are open to inspection by the student.
- Provides a procedure for the correction of a student's education records, which includes the right to a full and fair hearing, and the right to place a statement in the records if the request for such correctcion is denied.

RECORDS POLICY

Copies of the College's Educational Records Policies and Procedures are available on request to students at the following location: Office of Records and Registration, Bladen Hall.

"Directory Information" is that information which can be withheld upon request. Such information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees (or certificates) and awards received, the most previous educational agency or institution attended by the student, and other similar information.

A student may refuse to permit the designation of any or all of these categories of directory information by notifying the Dean of Student Affairs in writing by the third week of the instructional session in which the student wishes the information withheld.

In addition to the rights under the policy and procedures, a student has the right to file complaints concerning alleged failures by the College to comply with the Buckley Amendment and related Federal regulations with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201.

DEPARTMENT OF HUMAN DEVELOPMENT

Four important services offered the student by the College are individual and group counseling, testing related to the counseling effort, academic advisement and four-year college articulation. The goals of the department include assisting the student in attaining maximum personal and intellectual growth; effectively handling personal and interpersonal difficulties, making a realistic evaluation of interests, goals, and making satisfactory adjustments to college life and to future expectations.

Discussions with friends or parents are helpful to students seeking to gain perspective on problems. However, in many instances trained counselors can be more helpful because their training and experience have been directed toward assisting students in solving problems objectively. Tests which help to assure abilities, interests, and values are administered if requested or required to further help a student.

One of the ancillary services of the Department of Human Development focuses upon students' academic difficulties. Interested students are invited to meet with designated counselors for group or individual work on the development and improvement of study skills.

It is preferred that students make appointments with the department receptionist to see counselors. However, problems sometimes arise very quickly and need to be discussed as soon as possible; when this happens, a student may come in (between 8:00 a.m. and 9:00 p.m.) without making an appointment. Counselors are located in M2102, Lanham 122. Counselors are available on Saturday, 11:00 a.m. to 1:00 p.m. in M2102. Appointments can be made by calling 322-0829.

The Department of Human Development is located in Marlboro Hall, Room 2094 (telephone 322-0829).

COUNSELING SERVICES

Counselors in the Human Development Center are available to assist students with advisement, individual and group counseling, test interpretation, crisis intervention, and transfer information to to four-year colleges and universities. Counselors assist students in developing goals for attaining maximum personal and intellectual growth, effectively handling personal and interpersonal matters, making realistic evaluations of interests and abilities, and making satisfactory adjustments to college life and future expectations. Counselors also invite interested students to meet for group work on the development and improvement of study skills. In addition, a clinical psychologist is available for consultation with students.

It is preferred that students make appointments with the Human Development Center receptionist, Room 2102—Marlboro Hall, or Room 122—Lanham Hall to see counselors. However, problems can sometimes arise very quickly and need to be discussed as soon as possible. When this occurs, a student may come in between 8 a.m. and 9 p.m. without making an appointment.

Counselors are located in the following offices: Bladen Hall, Room 125—Handicapped Student Counselor; Largo Student Center, Room 142; Lanham Hall, Room 122; Marlboro Hall, Room 2102; and T-16. The Consulting Psychologist is located in Marlboro Hall, Room 2095. Also, counselors are located in the degree centers of Surrattsville, Laurel, and Andrews AFB. The hours are from 1 p.m. and 9 p.m., Monday through Thursday at Andrews AFB, and from 6 p.m. to 9 p.m. Monday through Thursday at Laurel and Surrattsville.

FINANCIAL AID

The financial aid program exists at Prince George's Community College to assist students with financial assistance necessary in meeting college expenses. The program includes scholarships, loans, grants and employment.

Financial aid awards are made on an annual basis. Recipients must reapply each year. Students who apply before the priority date are given first consideration. All other applications are considered on a first-come, first-served basis.

The Aid Office is staffed to assist you with the application process and financial counseling. It is located in Room 152 of Bladen Hall. The hours of operation Monday-Friday are from 8:30 a.m.-9 p.m. You can call 322-0824 for information.

A description of all programs and how to apply is found in the 1979-80 Audience Based Catalog, pp. 24-25.

STUDENT ELIGIBLITY

Students are selected for financial assistance based on financial need (cost of education—family resources). You must be enrolled as at least a half-time student, must be making satisfactory progress (refer to section on academic standing—minimum standards), must be working towards a degree or certificate from Prince George's Community College, and must be a United States citizen, permanent resident, national or be in the United States for other than a temporary purpose.

Selection of Recipients

Financial assistance is provided to students who demonstrate financial need. Award packages are established to attempt to meet 90 percent of financial need.

Disbursement of Funds

Financial aid awards are made for a full academic term. Students are allowed tuition credit at the time of registration. The balance of scholarship, loan and grant awards for each semester is disbursed during the fifth week of classes. Notices are sent to students relative to disbursement dates and times.

Cost of Education

The cost of attendance at Prince George's Community College is relatively low; however, you should not just consider tuition, but also other related expenses. A typical budget for both a dependent and a single independent student is as follows:

	Dependent 9 Months	**Independent** 12 Months
Tuition and Fees	$ 482	$ 482
Books and Supplies	200	200
Transportation	400	600
Personal	550	600
Home Maintenance	1,100	2,972
	$2,732	$4,854

THE CAREER/LIFE PLANNER's & JOB HUNTER'S CENTER

SERVICES AVAILABLE

CAREER/LIFE PLANNING ASSISTANCE

- Counseling and Advisement (Group and Individual)
- Information about the Career/Life Planning Course (EDU 131)
- Seminars and Workshops
- Vocational Testing

JOB HUNTING ASSISTANCE

- Advisement with the Job Placement Assistant (by appointment only)
- Assistance with how to: conduct a job search, write a resume; conduct a job interview
- Employer On-Campus Visitations
- Jobs Available Listing

CAREER PLANNING LIBRARY (M2105) and GUIDANCE INFORMATION SYSTEM (GIS)

- Occupational Information
- Self-Assessment Materials
- Job Preparation Information
- College and University Transfer Exploration

CAREER/LIFE PLANNING AND JOB PREPARATION NEWSLETTER

A bi-monthly newsletter with schedule of workshops and articles of interest to the Career/Life Planner and Job Seeker.

VETERANS SERVICES

The Veterans Affairs Office (VAO) was established out of the recognition that veteran students represent a special sub-population at the College with specific needs. The purpose of the VAO is to assess these needs and to respond to them with programs and services geared to facilitate the veterans personal growth and educational development. Services available to veterans through the Veterans Affairs Office include:

- Advisment concerning veterans' educational benefits.
- Assistance to students eligible for VA educational benefits in applying for and obtaining their G.I. Bill benefits.
- Administering a tutorial assistance program for veteran students through which the veteran experiencing academic deficiencies may be provided an allowance of up to sixty-five dollars per month to pay for tutoring.
- Providing counseling and referral services for veterans with financial, educational or personal problems.
- Assisting veterans experiencing adjustment difficulties associated with making the social, psychological and economic changes from military to civilian life styles.
- Keeping veterans informed of information and policies of concern and interest to them through a veterans' newsletter.

Students eligible to draw VA educational benefits should be aware that these do not come automatically. Necessary forms and assistance may be obtained from the VAO.

G.I. Bill monthly rates are paid in accordance with the following scale:

12 or more credit hours per semester = Full time
9-11 credit hours per semester = 3/4 time
6-8 credit hours per semester = 2/3 time
5 or less credit hours = reimbursement of the cost of tuition and fees

Note: These rates are for full-semester courses only. Inquire at the Veterans Affairs for the rates of summer sessions and shortened semester courses.

Each student eligible for VA educational benefits is responsible for reporting his/her enrollment status each semester to the VAO and notifying the VAO of any changes in the enrollment status occuring during the semester.

The VAO is located in the Records and Registration area of Bladen Hall.

VETERANS UPWARD BOUND

Veterans Upward Bound under the CETA Program assists unemployed veterans by providing them with basic skills in math, reading, and English as preparation for the high school equivalence (GED) tests (English, Reading Skills, Social Studies, Mathematics, Science).

CHILD CARE

The Campus Center for Early Learning offers full-day care, hourly care, and day camp child care services for the students, staff and faculty of the College. The Campus Center is a nonprofit-making, independent facility which leases its campus location. The philosophy of the College is that such an arrangement allows the person with family responsibilities an opportunity to attend college classes on a full-time or part-time basis.

For additional information, call the Student Activities Office, 322-0853 or the Campus Center, 336-7740.

CAMPUS SECURITY OFFICE

The Campus Security Office is located in the Physical Plant Office on the service road to the warehouse. The sign to this service roadway is posted by the Child Care Center and reads WAREHOUSE, PHYSICAL PLANT, & CAMPUS POLICE.

The Security Office operates 24 hours a day with the primary purpose of protecting life and property, preventing crime, and preserving peace and order. Emphasis is on traffic control, availability for special events, and registering automobiles. In addition, it offers valuable assistance to students and staff in mobilizing stalled vehicles, giving jumps to dead batteries, and getting car doors open for those who lock their keys in their vehicles.

The Campus Security Office is dedicated to the maintenance of a safe and relaxed atmosphere on the PGCC campus.

It is estimated that a large percentage of the thefts which occur on College property could be avoided if these precautions are follows:

- Lock your car. Put all your valuables in your trunk, including CB radios and tape decks.
- Keep your personal property (books, handbags, briefcases) within your view at all times.
- Do not carry large sums of money.
- Report all thefts to the Campus Security Office immediately (322-0666).

So far, crime on College property has been somewhat limited to theft but that does not mean the potential for serious crime is not present. Remember, this is an open campus, which means that anyone has access to it. For this reason we ask that you observe the following:

- Walk in well-lighted areas after dark and, if at all possible, walk with a friend.
- Report all suspicious persons and/or activities to the Campus Security Office immediately (322-0666).
- Refrain from lingering in buildings and on parking lots after the campus is closed (11 p.m.).

HELPFUL HINTS FOR PARKING

PARKING:

There are ample parking spaces for students on campus. Student Lots are as follows: A, B, C, D, E, F, G, and the center portion of H lot in front of Novak Field House. Parking lot letters are on the light poles.

STICKERS:

All vehicles used on campus *must be registered* at the Security Office and display a set of parking stickers on *front and rear* bumper. The Security Office is located in the Physical Plant Building. You must bring the *state vehicle registration card* with you to register your vehicle. There is *no charge* for stickers.

HANDICAPPED:

Students who require special parking in the Handicapped Parking Area must contact the Campus Nurse in Room #125 Bladen Hall. (See *Health Services* for more information.)

TICKETS:

Campus tickets ($2.00) are issued to vehicles parked in violation of the Traffic Rules and Regulations on campus. These tickets are payable to the Campus Cashier, Bladen Hall.

TOWING:

Vehicles subject to being towed are as follows:

1. Vehicles parked in Fire Lanes.
2. Vehicles parked in *Handicapped Spaces* without proper identification card issued by the Campus Nurse.
3. Vehicles which have accumulated four (4) or more unpaid parking tickets.
4. Student vehicles parked in FACULTY/STAFF ONLY lots.

PLEASE CONTACT SECURITY IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE

COLLEGE BOOKSTORE

The College Bookstore serves the students, faculty, and staff with the following:

1. Required Textbooks:
    a. Arranged alphabetically by subject, then numerically by course number;
    b. Course card, located above each book, contains the following information: course number, instructor, number of books required or recommended for course, author, publisher, edition, price, and new or used condition.

2. Trade Books:
    a. Study guides: Cliff's Notes, Monarch College Outlines, dictionaries, thesauruses, etc.
    b. Supplementary course books;
    c. Books for reading pleasure, including the ten best sellers.
3. Supplies:
    Paper, pens, drafting/engineering supplies, art supplies, notebooks, binders, and exam books.
4. Novelties:
    a. Unusual gifts including sterling silver jewelry, an assortment of glassware imprinted with the College name and seal or logo;
    b. College T-shirts, jackets, gym wear, cards for all occasions, stationery, and more, more, more;
    c. Also, orders for class rings.
5. Refunds and Exchanges:
    a. Please SAVE all cash register receipts—no refunds or exchanges will be made without one; DO NOT remove prices from textbooks;
    b. No refunds or exchanges will be transacted beyond seven (7) days of the date stamped on the cash register receipt. Refunds for textbooks purchased prior to or at the beginning of a new semester, for use in that semester, will be made for an extended period after the term's beginning; cut-off dates will be posted;
    c. All returned goods must be in saleable condition, except those that are returned for defects;
    d. A book is "new" only if it is unmarked. If it is written in or marked in any way whatsoever, it is "used" and is credited accordingly;
    e. All sales are final on required and recommended textbooks purchased in the three weeks immediately preceding final examinations;
    f. NO refunds are given for outlines and clothing.
6. Purchase of Used Books:
    a. Used books bought throughout the year;
    b. To sell books, present Student ID;
    c. Prices are variable:
    TOP VALUE (generally 50% of the retail price of a book bought new and sometimes more than

50% of the price of a book bought used) is paid when:

1. Book is adopted for a succeeding semester, or if additional quantities are needed for the current semester.;
2. Book is current edition and is in good resaleable condition.

LESS THAN WHOLESALE VALUE is paid when:

1. Books are overstocked;
2. Books are not being used at the College or have uncertain future use at the College.

Such books are bought at prices much lower than those established by reputable national used book wholesalers.

NO VALUE:

1. Old editions;
2. Manuals and exercise books which are marked;
3. Books in poor condition;
4. Cribbed foreign language books.

7. Store Hours:
   a. Fall and Spring Semester hours; Monday through Thursday—9 a.m. to 8 p.m.; Friday—9 a.m. to 5 p.m.; Saturday—CLOSED;
   b. Summer Sessions I and II hours: Monday and Tuesday—9 a.m. to 7 p.m.; Wednesday and Thursday—9 a.m. to 5:30 p.m.; Friday—9 a.m. to 5 p.m.; Saturday—CLOSED;
   c. Semester registration periods and holidays: special hours will be posted to permit students to purchase required texts and supplies during the first weeks of new semester.
8. Location and Telephone Number:
   a. Located in the Largo Student Center, first floor;
   b. Call 322-0912.

HEALTH SERVICES

Attainment and maintenance of good health are vital and essential parts of the educational experience of students at PGCC. As stated by the World Health Organization, health is a "state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity." Since health affects and is affected by one's total life experiences, Health Services emphasizes *prevention* of illness and injury, and *education* for a healthful lifestyle as well as *treatment* and *consultation* for health problems.

The Health Suite in Bladen Hall 125, ext. 845, offers treatment for minor illnesses and injuries, including standard first-aid and non-prescription medications. Referrals to community resources for family planning, sexual problems, disease treatment, and other health needs may be obtained. Educational pamphlets and health counseling are available to all. Services for students with disabilities include close-in parking permits and elevator keys.

The Health Service Office is open to the entire College Community from 8 a.m. - 9 p.m., Monday-Friday, and 9 a.m. - 1 p.m. Saturdays when classes are in session.

IMPLEMENTATION OF SECTION 504 OF THE REHABILITATION ACT OF 1973 DEALING WITH DISABLED PERSONS

Prince George's Community College is committed to a policy of accommodation and service to the handicapped. Individuals with a question, complaint, or suggestion about the College's services for the handicapped should contact Mr. Robert C. Hardwick, Assistant to the President, Room 132, Kent Hall, who serves as coordinator of handicapped persons.

Handicapped parking areas are designated in campus parking lots. Temporary and permanent stickers are issued by the Health Services Office, Room 125, Bladen Hall.

Dr. Andrew P. Rennie, of the Human Development Staff, serves as a counselor for those who are physically disabled. Dr. Rennie's office is in Bladen 125, telephone 322-0846.

FLUISH SYNDROMES

(Funny—You Don't Look Fluish)

Reporters today were informed by the P.G.C.C. Health Services that the College Campus is in grave danger of being infected with a variety of newly developed influenza diseases. It was learned that the new group of "flu" diseases came in categories never before experienced by local residents.

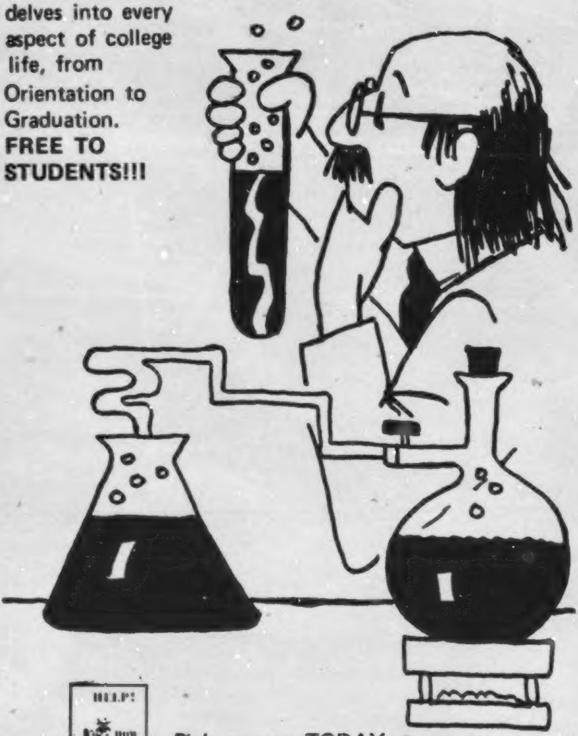
In an effort to prepare potential "sickies" (medical terminology) for the various types of dreaded flu virus, the College Syndrome has obtained the Health Services' secret classifications of disease identifications. Below are listed those flu diseases:

Swine Flu—Disease caught by non-Jewish people.
Chimney Flu—disease caught by Santa Claus only once a year
Kung Flu—disease caught by people devoted to martial arts
Vida Flu—disease caught by touching major league pitchers
Flu Heffner—disease caught by people wearing cottontails and bunny ears
Thank Flu—caught by people who like to say "you're welcome "
Flu Confessions—caught by magazine-reading priests.
Flu Moon—caught by touching Korean evangelists
Flu-Ent Officer—person who works for Public Health Department
Inn-flu-ential—Holiday Inn for Sickies
One Flu Over the Cuckoo's Nest—Sanitarium for Demented Owls

ADVERTISEMENT

Go From Fizzle to Sizzle

This latest how-to-manual explicitly and tastefully delves into every aspect of college life, from Orientation to Graduation. **FREE TO STUDENTS!!!**



HELP!

Pick one up TODAY at any one of your local PGCC Student Activities Offices. One is located on the first floor of the Largo Student Center.

LEARNING RESOURCES CENTER

The Learning Resources Division at Prince George's Community College provides integrated print and media services that support the total College program. Individual study is an integral part of intruction at the College. To facilitate that approach to study, the Learning Resources Division provides materials and services directly to the student both in the LRC and in laboratories elsewhere on campus. The Learning Resources Division also provides materials and equipment services to enrich classroom instruction, and facilities and materials for relaxation, recreation, and cultural enrichment.

For class assignments, personal development, or an aesthetic experience, the Learning Resources Center offers a wide variety of media resources from books to recordings, 16mm films, and video tapes. The statistics are as follows: there are more than 68,000 volumes in the LRC; approximately five thousand are reference books, and one thousand bound periodicals. More than 550 current magazines, newspapers, and journals are subscribed to, and a backfile of about 7,600 reels of microfilm of past issues is available. There are more than 600 films (16mm), 700 super 8mm cartridge films, 1,500 filmstrips, slide-tape programs, 7,000 recordings, and both audio and video tapes. With the exception of 16mm films and reserve materials, all materials are on open shelves, and most can be borrowed. Viewing and listing equipment is also provided with some equipment designated for circulation.

Also available are film viewing rooms, a typing room, carrels for undisturbed study if this is your requirement, and even facilities where you can create your own visuals for class assignments. If you don't see it, ask; there is more than meets the eye.

Your plastic ID card is your library card; keep it! Present it at the Circulation Desk in order to borrow materials or equipment for home use or to obtain Reserve materials or equipment to use in the LRC.

The LRC occupies the second floor of Kent Hall and is open from 8 a.m. to 9:30 p.m. on Mondays through Thursdays, and from 8 a.m. to 8 p.m. on Fridays. Saturday hours are 9 a.m. to 5 p.m.; Sunday, 1 to 5 p.m.

For additional information, call 322-0475.

MARLBORO INDIVIDUALIZED LEARNING LAB AND MASTERY LEARNING EXAMINATION CENTER

The Learning Lab and Examination Center, located in Marlboro 2129, goes beyond the traditional classroom concept in its endeavors to help the student.

Self-paced study and instructional programs are geared for the student and not at a method of instruction. Thus, there is a delivery system for an individualized approach to learning. Specific support materials include such things as films, slides, and tapes but go beyond these to both student and faculty tutors available for on-the-spot assistance. Students who prefer to listen to a tape may do so, but if they want help from a tutor, that too can be provided.

The Examination Center provides the final step in the students' program of self-study, for here they can be tested and receive immediate feedback on their progress.

The Learning Lab and Examination Center are open from 8 a.m.-10 p.m. Monday through Friday and 9 a.m. - 12 Noon on Saturdays. The following disciplines now offer programs in the Learning Lab and Examination Center: Developmental English, Reading, and Mathematics; Biology, Chemistry, English, Nursing, Psychology, and Telecredit.

TECHNICAL LEARNING CENTER

In the Technical and Career Division, the Technical Learning Center serves approximately 150 students daily. This Center is designed to accommodate most of the learning resources that are used by the various Technical and Career programs. The resources are used on an individualized, self-paced basis. The Center also contains an individualized electronics lab.

FOOD SERVICES

The food services areas on campus are operated by Ogden Food Services on a contract basis. The areas consist of the Cafeteria, Agora Pub, and food and drink machines in various campus locations. The hours of operation are as follows:

Cafeteria (Largo Student Center)—Monday-Friday: 7:30 a.m.-2:00 p.m.; Saturday-Sunday: CLOSED

Agora Pub (Largo Student Center)—Monday-Friday 7:30 a.m.-10:00 p.m.; Saturday-Sunday: 9:00 a.m.-2:00 p.m.

Vending—1st floor, Largo Student Center (Game Room) 8:30 a.m.-10:00 p.m.
1st floor, Bladen Hall (Henson Science Wing)
2nd floor, Marlboro Hall (Gallery Balcony)
1st floor, Lanham Hall

For any inquiries or problems concerning the food services, call 336-4433 or come to the cafeteria in the Largo Student Center.

STUDENT ACTIVITIES OFFICE

The Student Activities program at Prince George's Community College, while broad and general in nature, seeks to create an in-class and out-of-class environment that provides a total educational, recreational and social experience for all parties involved. The program is designed to stimulate all participants to integrate formal and informal learning by emphasizing the interdependence of the concepts learned in the calssroom and discoveries made through out-of-class experience. This co-curricular program of activities offers various enrichment opportunities to its participants so that they may best be served by the resources of the College, the community, and their colleagues.

The staff of the Student Activities Office, located on the first floor of the Largo Student Center, assists campus organizations in leadership training, programming, and community services projects. The Office and the service desk also serve as a central information location for publicizing the college master activities calendar, for registering and cataloging campus organizations, events, and facilities, and for aiding in communication between campus organizations. The staff also schedules activities, distributes publications, administers a lost and found service, and distributes recreational equipment. Students interested in participating in social, cultural, or community-oriented phases of campus life should acquaint themselves with the staff, facilities, and functions of the Student Activities Office.

Service Desk—This facility offers numerous services to the college community. It is open Monday through Friday from 8 a.m. to 11:00 p.m. You can call 322-0853 for information. Services include:

1. Room Reservations—All campus groups interested in scheduling a facility for meetings, lectures, films, dances, or other programs must do so through the Reservations Desk. Facilities include the Largo Student Center, Queen Anne Fine Arts, Novak Field House, Marlboro Hall, and some classrooms and temporary buildings.
2. Activities Calendar—All programs and activities of college clubs and organizations must be registered at the Service Desk. Those of interest to the College Community as a whole will be included in a calendar printed every month. This is an excellent means for communicating your organization's program.

3. Disbursements—All disbursements to recognized clubs and organizations are under the auspices of the Director of Student Activities as the agent for the Student Affairs Finance Board.

   NOTE: Forms can be obtained in the Student Activities Office. Procedure is as follows:

   A. Pick up sufficient forms.
   B. Fill in completely, including the faculty or staff advisor's signature.
   C. Return to Student Activities Office. The Director of Student Activities will sign the form if the expense has been allocated and is properly budgeted.
   Do not expect payment of the organization's bills if the above procedures are not followed.
4. Recreational Equipment—Playing cards, chess, checkers, and a variety of other board games can be checked out with a PGCC ID card and a $.50 deposit.
5. Lost and Found—All items should be returned and claimed at the Service Desk. Any item not claimed in thirty (30) days may be claimed by the finder.

6. Informational Services—Up-to-date information regarding activities can be obtained at the Service Desk.
7. Ticket Sales—Campus clubs and organizations interested in distributing tickets for a particular activity may request the use of the Ticket Office in the Largo Student Center, free of charge.
8. Off-Campus Events—The Service Desk will distribute tickets to various cultural and popular events, including pop concerts at various colleges in the area.
9. Campus Forms—These include disbursement forms, supply requisitions, contracts, club membership applications, and budget forms, and can be obtained at the Student Activities Office Service Desk.
10. Distribution Center—Publications, material, maps, publicity, forms, etc. related to campus activities are available at the Service Desk.
11. Duplication—mimeographing and ditto services are offered free to any recognized student organization.

STUDENT GOVERNANCE

The Student Governance System of Prince George's Community College is designed to facilitate student involvement in the administrative, ledgislative, and judicial processes of the institution. Students may exercise self-governmental authority and responsibility for various aspects of their curricular and co-curricular experiences at the college. Working as an integral part of the total system of college governance, student government provides a vehicle for student self-determination.

Every student enrolled at Prince George's Community College has the privilege, the right, and the obligation to participate in the system of student self-determination.

STUDENT ACTIVITIES

Eleven intercollegiate teams represent the College in the Maryland JUCO Conference. The women's sports are softball, volleyball, basketball, and tennis. The men's teams are cross-country, soccer, baseball, golf, tennis, track and field, and basketball. These teams compete during the year against other junior and community colleges in Maryland, Delaware, Pennsylvania and West Virginia. Intramural teams are organized in nearly any physical activity in which students are interested.

The Drama Club presents major productions each year in addition to several student-directed one-act plays and Reader's Theatre performances. The Forensics Team participates in intercollegiate tournaments.

Musically inclined students may participate in the College Chorus, the Folk Music Workshop, the Stage Band, Concert Band, Jazz-Rock Ensemble, or Madrigals. These various groups perform at several all-college functions.

Student organizations and clubs bring to the campus outstanding individuals and groups of national renown. They also sponsor lectures, films, and social events.

SENIOR CITIZENS

Maryland residents over the age of 60 are permitted to attend Prince George's Community College without being charged tuition, laboratory fees, activities fees, application fees, registration fees, or college union fees. Such enrollment is limited to classes which have at least ten regularly enrolled students paying tuition and fees. A $1 tuition fee per course may be charged for certain courses designed specifically for seniors. Applicants who wish to participate in this program should contact the Office of Admissions and Testing when applying for admission to the College.

Chapter III

The Learning Syndrome

You know you're ready to learn when you show the following syndromes:

You want to know more about reproduction, and you discover the College offers you BIO 101 if you want to reproduce with a flower, BIO 102 if you want to reproduce with a human, and HLE 211 if you want to go both ways. A supplementary course to BIO 101 is "How to explain the pollen on your pants;"

In philosophy class you discover that St. Thomas Aquinas was the only Roman Catholic Saint to be named after an American high school, where you were taught by Attila the Nun, a member of the Order of the Sisters of Perpetual Motion, and the Little Sisters of Arco;

You realize you've been taking X-Ray Tech too long when your socks light up, your nose glows in the dark, and PEPCO puts a surcharge on your body;

Your favorite professor is Dr. Pepper; and

You realize that being bisexual increases your chances of getting a date on Saturday night by 100%.

ADVERTISEMENT

EDUCATION WANTS YOU

How many times have you asked yourself, "Self, how do I get an education at PGCC?" And how many times have people looked strangely at you as you're there talking to yourself?

Well, Bunkies, ask no more!!!

Today, this publication offers you the opportunity to discover step by step, sure fire, easy to accumulate methods of earning college credits.

I would be skeptical if I read an ad like this one. But I'd also be highly intrigued—as you are now. With good reason!!

The very thought of a detailed outline of courses of study at PGCC boggles the mind, curls the toes, and tickles the fancy.

The following academic information, if followed carefully, will assist you in fulfilling your educational fantasies and delusions. (By the by, if you suddenly develop an intense proclivity for fancy tickling—see the involvement section).

"Readers of this exciting adult novel may well be satisfied with the knowledge that all there is to be learned about PGCC is contained within the covers of this novel. This may well be, for included between these covers is everything you will have to know about the life of a student. We mean everything! Yes, sir, everything that pertains to making it in college—the ins, the outs, the rules, the regulations—"tutti." Once you read this Handbook, you will know about higher education. You will know it all.

Wrong, A-bomb breath. All is *not* included in this Handbook. What remains is an exciting academic program mentioned in the book called "Classes." These handy-dandy one-to-three hour sessions are where it's at. You will be led in this exciting encounter by a person called a "professor." At the completion of this experience, you will be given a lifetime reward called a "grade." When you accumulate enough of these little "mothers" you will be entitled to attend an exciting festival called "graduation," at which time you will receive a momento of this fantastic experience called a "diploma."

And now, Bunkies, armed with this "diploma," you will be prepared to reap the benefits of the best of society's offerings.

Yes, Mr. Opportunity will knock on your door, or ring your chimes (whatever is available). The world will be your oyster (only in months with an "r" in it). Exciting careers are your for the asking. You can be president of General Motors, a famous Neurosurgeon, King or Queen of Lichtenstein, diver for Roto Rooter, or head waiter at Hardee's."

PROGRAMS OF STUDY

Programs of study offered by the College are arranged alphabetically in program clusters with options that lead to the degree of Associate in Arts. The programs are listed in Liberal Arts and Sciences (Collegiate Transfer) and Technical and Career Education (Collegiate Career) areas. Several programs are offered in the Technical and Career area leading to a one-year certificate. Needs of individual students can be met through organized and individual consultation with counselors and advisors.

Liberal Arts and Sciences

- Arts and Sciences Program
  - American Studies
  - Art
  - Arts and Sciences
  - Engineering
  - Music
  - Recreation
  - Urban and Environmental Studies
- Business Program
  - Business Administraiton
- Education Program
  - Elementary
  - General Business
  - Health
  - Industrial Arts
  - Physical Education
  - Secondary
  - Secretarial
- General Studies Program
  - General Studies

Technical and Career Education

- Business Technology
  - Business Programs
    - Accounting
    - Business Management
    - Marketing Management
    - Real Estate
    - Real Estate—1 Year Certificate

- Secretarial Science Programs
    - Clerk Typist—1 Year Certificate
    - Executive Secretarial
    - General Secretarial
    - General Secretarial—1 Year Certificate
    - Legal Secretarial
    - Medical Secretarial
- Allied Health
  - Allied Health Programs
    - Child Care Assistant
    - Day Care—1 Year Certificate
    - Dental Assistant
    - Human Services/Mental Health Associate
    - Medical Laboratory Technology
    - Medical Records
    - Nuclear Medicine Technician
    - Nursing (RN)
    - Radiologic (X-ray) Technology
    - Respiratory Therapist
- Scientific and Service Technology
  - Computer/Data Processing Programs
    - Business Computer Programming
    - Computer Science
    - Computer Management
    - Computer Programming Certificate—1 Year Certificate
    - Computer Operations Certificate—1 Year Certificate
  - Engineering Technology Programs
    - Civil Engineering Technology
    - Drafting Technology
    - Electronics Engineering Technology
    - Industrial Engineering Technology
    - Mechanical Engineering Technology
    - Residential Construction—1 Year Certificate
- Public Service Programs
  - Criminal Justice
    - Law Enforcement Technology
    - Correctional Services Technology
    - Security Management Technology
    - Security Management—1 Year Certificate

EDUCATIONAL DELIVERY SYSTEMS

Evening and Community Education

- Evening Program
- Summer sessions
- Extension and Degree Center Programs
- Community Resources Development and Special Programs
  - Telecredit Courses
  - Weekender Courses
  - Courses By Newspaper
  - Management Institute
- Community Services
  - Non-Credit Courses
  - Children's Developmental Clinic
  - Comprehensive Employment and Training Act (CETA)
  - Senior Citizens and Special Interest Group Programs
  - Conferences
  - Pre-Discharge Education Program (PREP)

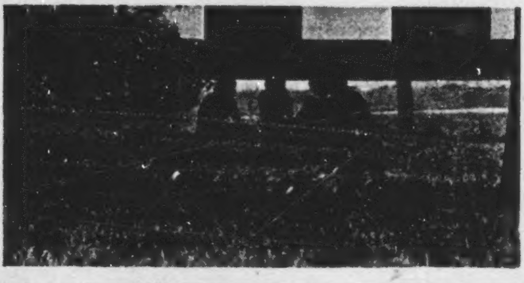
Evening Program

The Evening Program at the College has existed as an organizational area of the total College since 1958. In Fall 1978, over 6,000 students enrolled in credit courses after 5:00 p.m. on campus as well as the numerous Extension/Degree Centers throughout the County. The Evening Program of college instruction is designed to serve that person who is fully employed or otherwise could not attend during the daytime hours. The class schedule is planned to assist the evening student in working toward the Associate in Arts degree by the same means as the daytime student.

Summer Session

Prince George's Community College welcomes those students who wish to study during the summer months. The Summer Session functions as a major component of the total College program offering courses to students currently enrolled at the College or other institutions who may want to accelerate their instructional programs, make up work missed, or reduce their college load by enrolling in the Summer Session. The Summer Session also offers an opportunity for high school graduates to begin their college careers with summer study.

The College offers two five-week Summer Sessions with classes meeting on a daily basis. Information regarding registration, dates of Summer Session, advising, and other admissions procedures may be obtained from the Summer Schedule of Classes. The normal full-time load for the Summer Session is limited to two courses per term. Both day and evening courses are scheduled. In addition to credit courses, a variety of Community Services (non-credit) courses are offered.



Extension and Degree Center Programs and Courses

The overall objective of the Extension and Degree Center Program is to provide college opportunities for adults in various programs of study and self-development within their communities. Its operation is based upon the belief that the exploration of new interests, the acquisition of new information, and the development of new skills will assist County residents in their civic and social responsibilities.

Extension credit courses are offered throughout the County at convenient times and geographical locations: Bowie Senior High School, Laurel Senior High School, Eleanor Roosevelt Senior High School, Surrattsville Senior High School, Andrews AFB, Northwestern Senior High School, and the Census Bureau. Courses do not differ from those available at the main Largo Campus; they are identical in title, number, course content, and credit. Courses may lead to the Associate in Arts degree.

In Fall 1975, the College adopted the concept of Degree Centers and designated Laurel and Surrattsville High Schools for this purpose. During Fall 1977, Andrews AFB became an official Degree Center. Students attending evening classes at these Degree Centers will be able to complete all necessary requirements for an Associate in Arts degree in General Studies as well as selected Technical and Career courses. Each Degree Center is staffed with a counselor/academic advisor during class hours offering students the full range of counseling and student personnel support services. Library as well as audio-visual services are also available to support instructional areas. Additional Degree Centers are planned for Bowie Senior High School, Eleanor Roosevelt or Northwestern Senior High Schools, and Suitland Senior High School through 1980, giving the College a total of six Degree centers throughout the County.

Extension Centers, as well as Degree Centers, offer many other possibilities such as the preparation for transfer to a university, preparation for a technical career, and opportunities to gain additional professional or job skills. In each of these situations a student can realize a fuller education through participation in a stimulating educational experience. Counseling services are available both on and off campus to assist students in their personal and educational goal setting and attainment.

Admission procedures and requirements explained elsewhere in this catalog are applicable to the Extension Center student.

Community Resources Development and Special Programs

One of the primary purposes of the Office of Community Resources Development and Special Programs is to develop "Other Ways To Go" to the College. Three major non-traditional instructional delivery systems now offered by this office thru the Evening and Community Education Division to the community are: Courses by Newspaper, Telecredit Courses, and the Weekend College Programs.

Community Services

Community Services provides a wide variety of programs for those interested in furthering their particular educational, cultural, career, or recreational objectives on a non-credit basis. Scheduling is flexible. Formats include intensive one- or two-day seminars, instructional clinics, semester-long instructional courses, short courses, service, and special interest programs.

The seven major components are:

1. **COMMUNITY SERVICES COURSES:** A variety of occupational, recreational and general interest courses are offered during both the Spring and Fall semesters as well as a limited Summer session. Most courses are offered in traditional four sessions or longer format. Workshops and seminars designed for specific and general audiences are conducted for shorter time periods at various intervals throughout the semester over 300 courses are offered at 30 locations throughout Prince George's County. Call 322-0869 to be placed on a permanent mailing list or for additional information.

2. **CHILDREN'S DEVELOPMENTAL CLINIC:** Provides a special service to those children in the community who are experiencing various developmental difficulties such as brain damage, mental retardation, emotional disturbances, orthopedic handicaps, and/or learning coordination problems. (322-0519)

3. **COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA):** Offers programs providing entry level skills training for student students wishing to prepare for the high school equivalency examination (GED) or for positions as clerk typist or keypunch operators. Also English as a Second Language is available. (322-0726)

4. **SENIOR CITIZEN PROGRAM:** Offers a variety of programs in music, the arts, physical fitness and personal enrichment especially tailored to meet the needs of Senior Citizens. While many of these programs are free, a $1 tuition fee is applicable to certain courses. The program also sponsors an annual Golden Age Conference. (Maryland residents 60 years or older) (322-0794)

5. **CONFERENCES:** This office has the capability of organizing conferences from the initial planning to implementation stages. Many conferences are cosponsored to meet the needs of community groups and organizations (322-0874)

TUITION & FEES

Tuition and all applicable fees must be paid by the payment date printed on the bottom of the student's bill. If payment is not received by this date, the student's registration will be cancelled. Payment should be in the form of cash, personal check, certified check, or money order. Make check payable to Prince George's Community College. No mail-in registration payments will be accepted. Registration is not final until payment by check clears the bank.

Tuition *(Subject to change.)*

County residents	$17.50 per credit hour
Maryland residents	$41.00 per credit hour
Out-of-state residents	$71.00 per credit hour

All charges will be levied per credit hour. There will be no fixed charges for full-time students.

Accessory Fees *(Subject to change.)*

Application fee (payable one-time only for all NEW students)	$10.00
Registration fee	5.00
Late registration fee	15.00
Transcript fee	1.00
Graduation fee	10.00
Returned check service fee	15.00
Applied Music fees (per course—15 clock hours per semester)	125.00
Telecredit fee (per course)	20.00
Newspaper course fee (per course)	5.00
Laboratory fees (see course description)	3.00-10.00
Physical Education activities course fee	4.00
Student Activity fee ($1 per credit—maximum of $10.00 per term)	
Student Union Building fee ($1 per credit—maximum of $10.00 per term)	

These fees are collected each term including summer sessions but do not apply to extension courses taken at off-campus centers or Telecredit or Newspaper courses. The Student Union Building, or Largo Student Center fee, represents a mandatory fee which is used to finance the Largo Student Center and thereby expand the various student, alumni, and community activities and programs on campus.

FOR EXAMPLE—a County resident student enrolling in a 3-credit *campus* course for the first time would pay the following:

Application Fee (one-time only)	$10.00
Course tuition ($17.50 per credit)	52.50
Registration Fee	5.00
Student Activity Fee ($1 per credit)	3.00
Student Union Building Fee ($1 per credit)	3.00
TOTAL	$73.50

REFUNDS *(subject to change)*

The effective date for calculation of a refund shall be the date the Application for Withdrawal is filed in the Office of Records and Registration.

If a student completes the official procedure outlined above to withdraw or to drop a course after the registration period for reasons approved by the College, then the following schedule of refunds of tuition and fees will be observed.

1. Not less than seven (7) calendar days prior to the first official day of college classes as listed in the College Catalog—100% of both tuition and fees (except Application and Registration fees).
2. Through the first five class days of the semester for 16-week classes—75%; no refund of fees.
3. Through the succeeding five class days of the semester for 16-week classes—50%; no refund of fees.
4. Refunds for classes meeting 5 weeks, 8 weeks, weekends, etc., will be prorated on the above schedule.
5. No tuition will be refunded after the first ten class days of the semester.

If a student's course schedule is reduced for the convenience of the College, the tuition and fees for that course shall be adjusted without penalty.

All refunds for the Fall and Spring registrations will be mailed 22 working days after the last day of Adds and Drops registrations. For all other registrations, refunds will be mailed 15 working days after the last days of Adds and Drops registration.

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The College reserves the right to make changes in the above schedule as required.

Delinquency in payment of any amount due from a student or former student to the College, or under any loan program administered by the College, will result in denial of registration, exclusion from classes, withholding of grades, transcripts, degrees and/or certificates.

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REQUIREMENT FOR THE ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree is awarded to students who have completed a minimum of 60 credit hours of academic study, and 2 credit hours of Physical Education, which must include at least one academic year (30 semester hours) of residence work at PGCC. A grade point average (GPA) of at least 2.00 is required for graduation. The average is computed on the basis of all courses completed by the student. The average of a transfer student is computed only on the basis of academic courses taken in residence at the College. Each candidate for a degree must file a formal application for a diploma at the time of final registration.

Responsibility for knowing and meeting all degree requirements rests with the individual student. The Department of Counseling, however, is available to assist any student who may have an academically oriented concern. Counselors may be found in Bladen Hall, Marlboro Hall, The Largo Student Center, and Novak Field House.

GRADING SYSTEM

The informal student load is from 15-17 semester hours, depending upon the curriculum in which a student is registered. A student may not register for more than 17 semester hours in any one semester without the permission of the Dean of Arts and Sciences, or the Dean of Technical/Career Education.

Grade	*Evaluation*	*Quality Points Per Hour of Credit*
A	Excellent	4
B	Good	3
C	Average	2
D	Poor, passing	1
F	Failure	0
H	Audit	0
I	Incomplete	0
P	Passing	0
TP	Deferred Grade	0
W	Withdrawal	0

ACADEMIC STANDING

At the ending of each semester (including summer sessions), each student's cumulative grade point average is computed. This is done by dividing the total number of earned quality points (A = 4x semester hours of the course; B = 3x semester hours; C = 2x semester hours; D = 1x semester hours of the course) by the total number of semester hours completed at Prince George's Community College. A course in which the grade of "W" is recorded is not included in the total grade point average. The minimum number of earned credits is the number of credits of "D" or better that a student has completed. Based on the cumulative grade point average and the minimum number of completed credits, the Office of Records and Registration notifies the student of the following academic actions (excluding summer sessions):

1. Any student who has attempted 6 credit hours or more at Prince George's Community College will be placed on academic probation at the end of the semester when the cumulative grade-point average and/or the minimum number of completed credits falls below the minimum standards set by the College.

MINIMUM STANDARDS

total Credits Attempted	*Minimum Grade Point Average*
6-11	.80
12-20	1.20
21-35	1.50
36-50	1.80
51-60 +	2.00

2. Students on probation who fail to raise their cumulative grade-point average above the minimum standards set by the College at the end of the semester will be academically dismissed from the College unless they have a semester grade-point average of 2.00 or better.

3. Any student placed on academic probation for a semester will not be allowed, during the probationary period, to take more than 13 credit hours of course work per semester.

A student can be readmitted, by reapplying, following the first academic dismissal from the College after one semester has elapsed, excluding summer.

4. When a course is repeated, the student must petition the Director of Records and Registration to assure that only the last attempt is included in the computation of the cumulative grade-point average. If students repeat a course for which they have already earned an A, B, or C grade, the subsequent attempt shall not increase the total hours earned toward a degree. The grade of "W" cannot replace any other grade after the semester has ended.

All notifications to students of probation and dismissal actions will be made by the Office of Records and Registration.

QUALITY (CUMULATIVE) POINT AVERAGE

Student achievement is measured by the student's Quality Point Average, or QPA. The quality of all the work a student has done at the College throughout one or more semesters is indicated by the cumulative Quality Point Avearge.

The Quality Point Average is determined in this manner:

1. Add 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F. Multiply the number of points equivalent to the letter grade received in each course by the number of credit hours attempted for the course to arrive at the quality points earned in each course.

2. Divide the sum of the quality points by the total number of credit hours of work attempted; the quotient represents the Quality Point Average (QPA) for the semester.

The Cumulative Point Average is determined in the same manner as the Quality Point Average, except that all of the student's work at the College is taken into account.

SAMPLE COMPUTATION

Subjects	*Grade*	*Points*	*Credits*	*Quality Points*
English	B	3x	3 =	9
History	A	4x	3 =	12
Math	C	2x	3 =	6
Science	D	1x	3 =	3
Elective	F	0x	3 =	0
			15	30

Total of Quality Points ÷ Total Credits = Quality Point Average

30 ÷ 15 = 2

Quality Point Average = 2.00

GRADES AND REPORTS

Official reports showing final grades will be issued by mail to all students at the close of each term. All grades and grade changes, to be valid for any given term, must be filed with the Office of Records and Registration within 48 hours after the last officially scheduled examination for that term.

WITHDRAWAL FROM COLLEGE

If a student desires or is compelled to withdraw from the College for any cause at any time during the academic year, s/he must secure an Application for Withdrawal, obtain the proper signatures as indicated on the form, and file it with the Office of Records and Registration.

WITHDRAWAL FROM CLASSES

A student may withdraw from a course with an automatic grade of "W" thirty days *prior* to the *last* official day of classes. If a student withdraws during the *last* thirty days of classes, a grade of "W" will be recorded for the course which the student is passing at the time and an "F" will be recorded if the student is failing at the time of withdrawal. The "F" grade will be computed in the grade-point average (GPA). The official withdrawal date is the date the Records and Registration Office receives the proper, signed withdrawal form. (The exact dates for withdrawal are listed in the academic calendar).

REPEATED COURSES

Only courses in which grades of "W" or "D" or "NC" have previously been received may be repeated for credit. In order to take a course a third time, a student must secure permission of the Dean of Arts and Sciences or the Dean of Technical and Career Education. The original grade and the grade(s) for the repeated course(s), suitably indicated, will appear on the student's permanent record, but the computation of the cumulative average will be based on the last grade received. If a student who retakes a "D" or "F" grade repeats the course and receives a "W", the original grade will prevail. A course in which a grade of "C" or better has been earned at this College or as transferrable credit may not be repeated; it may be audited. This policy toward calculation of repeated grade applies to courses taken since July 1972. (If a "D" is repeated, the student must petition the Office of Records and Registration to have the original grade deleted from the overall grade-point average).

HONORS

At the end of each regular semester, a student who has completed 12 or more semester hours and has earned a minimum semester quality point average of at least 3.25 will be placed on the Dean's List.

A candidate for the Associate in Arts degree whose cumulative quality point average is 3.25 to 3.50, inclusive, will be graduated "With Honor." A candidate for the Associate in Arts degree whose cumulative quality point average is 3.51, or higher, will be graduated "With High Honor."

ACADEMIC APPEALS

A student dismissed or suspended from Prince George's Community College for academic reasons may direct an appeal to the Academic Appeals Committee via the Director of Records and Registration. In those cases involving suspension or dismissal from other institutions, appeals should be forwarded to the Director of Records and Registration.

TRANSFER CREDITS

Courses are transferrable from an accredited institution providing they are applicable to the curriculum into which a student is transferring. Further, a maximum of 30 hours of credit is transferable to an AA degree program.

The College reserves the right to make the assignment of transfer credit conditional upon a student's successfully completely twelve (12) semester hours at Prince George's Community College.

Students transferring from another college within the State of Maryland who meet the admissions requirements and curriculum requirements will be awarded transfer credit for courses completed on the following basis:

1. The college will accept all passing grades including D's from another accredited community college or a college within the State of Maryland for courses which apply to the student's curriculum, provided the student has earned a grade point average of at least 2.0 as computed by the sending institution.
2. When a student is given semester hour credit for a course by examination in any curricula at another accredited college and transfers to this college, such credit will be accepted by this college.
3. The College will assign credit for degree requirements to a transfer student from another accredited college when s/he has been granted a waiver of the required course by the sending institution by virtue of proficiency in the area of study.
4. A total of thirty (30) semester hours can be transferred to this college.

Transfer student are urged to read the Student Transfer Policies which were compiled by the Maryland Council for Higher Education.

The faculty reserves the right to request any student performing unsatisfactory to transfer out of a program.

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TRANSFER INFORMATION

The College Articulation Program was introduced at Prince George's Community College in the fall of 1969. The purpose is to provide a vehicle whereby any student who is planning to transfer to a four-year college in Washington or Maryland has a source of information and assistance.

The counselors act as liaisons between Prince George's Community College and their assigned institutions, and have full knowledge of programs, and key personnel at the participating colleges and universities.

Each counselor has an articulation handbook in which the courses offered at Prince George's Community College are equated as nearly as possible with requirements of the other institutions. This helps students to predict the acceptability of courses elsewhere and to determine the point at which they should make a transfer.

Students interested in transferring to any of the colleges listed on the next page should refer to the appropriate counselor as indicated.

COLLEGE & COUNSELOR	LOCATION		EXTENSION
American University (Dr. Marinaccio)	Marlboro	2093B	832
Bowie State College (Dr. Busky)	Marlboro	2094	829
Catholic University (Ms. Sanders)	Marlboro	2092	829
Coppin State College (Mr. Johns)	Bladen	125E	829
Federal City College (Ms. Sanders)	Marlboro	2092	829
Frostburg State College (Mr. Morrison)	Largo	S.A.O.	843
Georgetown University (Dr. Marinaccio)	Marlboro	2093B	832
George Washington Univ. (Dr. Marinaccio)	Marlboro	2093B	832
Johns Hopkins Univ. (Mr. Kelly)	Marlboro	2114	837
Howard University (Ms. Sanders)	Marlboro	2092	829
Morgan State College (Mr. Kelly)	Marlboro	2114	837

COLLEGE & COUNSELOR	LOCATION		EXTENSION
Saint Mary's College (Mr. Dresner)	Lanham	122	840
Salisbury State College (Mr. Dresner)	Lanham	122	840
Towson State College (Mr. Kelly)	Marlboro	2114	837
Trinity College (Ms. Sanders)	Marlboro	2092	829
University of Baltimore (Mr. Johns)	Bladen	125E	829
University of Maryland			
Baltimore Campus (Ms. Sanders)	Marlboro	2092	829
College Park (Dr. Ferguson)	Temporary	13	518
University Campus (Mrs. Harrison)	Lanham	122	841

Information for colleges not listed may be obtained from the Department of Human Development, located in Marlboro Hall, 2094.

Students should familiarize themselves with the program requirements of any senior institution to which they may apply for transfer.

Chapter IV

The Involvement Syndrome

You know you're ready to get involved when you show the following syndromes:

You have an insatiable desire to rub Neat's Foot oil on your baseball glove and mate with a Henry Aaron mitt;

You start to enjoy the Osmonds, or dating outside your species, whichever comes first;

You have a desire to molest the entire King Family or make them all brunettes.

You wish for the entire 82nd Airborne to make a house call;

You start to believe Billy Carter is really funny.

The Sensuous Woman

ESTABLISHING YOUR CLUB

These are the basic procedures to follow to establish a student organization with adequate funding. For total rules and regulations governing student organizations and their functions, see: College Policies Concerning Student Organizations and Their Functions, page ???.

1. Go to the Student Activities Office, Largo Student Center, Room 149. See the Office Manager or the Activities Programmer.
2. The Student Activities Office staff will talk with you about the nature of your club and check the active and inactive club roster to make sure your club is unique.
3. An appointment will be made for you with the Activities Programmer to further discuss scheduling and programming.
4. You will be given a "starter pack" including a reservation form (to reserve space for your first meeting), publicity supplies (to publicize the goals and objectives of your club), date, time and place of the first meeting.
5. You will be given a copy of the current student handbook, and a registration and constitution form.
6. You will be assigned a mailbox in the Student Activities Office for any mail or telephone messages.
7. Now you are ready to schedule your first organizational meeting and select an advisor from the staff of Prince George's Community College.
8. After you have had your first meeting, return your completed registration and constitution form including the names of two or more officers and your staff advisor.

For additional information, call the Student Activities Office at 322-0853.

THE STUDENT AFFAIRS FINANCE BOARD (ORGANIZATIONAL STRUCTURE)

A. Chairman (non-voting)—Director of Student Activities

B. Vice-chairman (voting)—President of Student Governance Board.

C. Other voting members

1. Vice-president of Student Governance Board
2. Treasurer of Student Governance Board
3. Two (2) student representatives-at-large appointed by President of Student Governance Board.
4. Faculty Representative—appointed by President of Faculty Senate.
5. Administrative Representative—Office of the Dean of Business Affairs.

D. Resource Personnel

The Dean of Student Affairs

E. For any action to be taken by the Student Affairs Finance Board, a quorum of five members (four voting, one non-voting or five voting) must be present. A minimum of 24 hours' notice of the meeting must be given by the chairman of the Student Affairs Finance Board or the President of the Student Governance Board. The Student Affairs Finance Board shall set guidelines for its meetings.

RULES AND REGULATIONS OF THE STUDENT AFFAIRS FINANCE BOARD

1. Allocation of funds will be for the period of July 1 to June 30 of the current fiscal year.

2. Memberships to any club financed through the Student Affairs Finance Board must be open to all

students at all times, club meetings must also be open to all students at all times.

3. The entire student body is eligible to participate in any activity financed through the student fund.

4. Monies generated through the use of SAFB funds must be allocated to those activities that fall within the constitutional guidelines of the organization or club.

5. Funds presently available for allocation to student organizations consist solely of Student Activity Fees. All income derived from outside sources by organizations receiving allocations from the student fund must be deposited into the proper student account.

6. Organizations are not eligible for an allocation from the student fund, unless their membership or philosophy does not imply bias in race, creed or color.

7. All activities financed through the student fund and held on campus will be free of charge and open to all Prince Geroge"s students who have paid an activity fee. Exceptions may be made on petition to SAFB.

8. Money will not be budgeted for equipment, supplies, or programs whose primary use is for classroom instructional purposes.

9. Transfer of money from one account or organization to another must be reported to SAFB and the Student Activities Office immediately. The SAFB reserves the right to disapprove any such transfer.

10. When a club or organization is requesting funds of any type they must have a personal representative present at the meeting in which their budget is being brought up and/or reviewed. If a personal representative is not present, the budget request will not be reviewed and will be tabled until a representative can be present.

11. Primary budget allotments for the current fiscal year will be based upon commitments to present on-going college programs. Organizations can request supplemental funds of the Student Affairs Finance Board at any time.

12. Decisions of monies allotted by the Student Affairs Finance Board will be given within a two-week period.

13. Each organization receiving funds will be expected to maintain separate records of their expenditures for auditing purposes. These records will be audited on a quarterly basis by the Student Affairs Finance Board.

14. All budgets will be reviewed by the Student Affairs Finance Board on a quarterly basis to determine whether

funds are being spent. At this time monies can be redeposited in the general student fund to be redistributed, transferred, or additional monies requested.

15. All requests for funds must be submitted to the Student Affairs Finance Board chairman for distribution to Student Affairs Finance Board members.

16. No person using student funds shall have any interest in or derive any profit from any contract or purchases from such accounts.

17. The Student Activities Office in conjunction with the Student Governance Board will be responsible for the administration and implementation of Student Affairs Finance Board budget allocations and policies.

18. A 5% portion of the total Student Activity Fees will be placed into a contingency fund to be carried over to the succeeding fiscal year.

19. The Student Governance Board is expected to submit budgets for each of its committees desiring funds.

20. Any activities, programs, or clubs which do not abide by the Student Affairs Finance Board's policies will not receive funds, and will be automatically cut off from using funds already received.

21. No organization shall be allowed more than ten percent (10%) of its budget for conferences or related travel expenditures. The Student Affairs Finance Board reserves the right to make exceptions to this rule.

22. The Student Affairs Finance Board shall consider funding for refreshments or banquets a low priority item and will allot funds for only specially designated programs.

23. All clubs are encouraged to raise money for themselves for use in items not funded by the Student Affairs Finance Board. This money shall be deposited in the club's account and may be spent in any legal manner at the club's discretion.

24. Any club or organization receiving allocations from the SAFB must evenly distribute their allocation at the percentage rate of not less than 50% per semester. All budgets are to be indicative of the 50% percentage rate.

25. Any club or organization not evenly distributing its allocation per semester shall appear before the SAFB to show justification why. If justification cannot be proven, it will lose its allocation of monies left from the preceding semester.

26. Each organization must budget its own supplies.

27. Advisors and coaches will not be paid from Student Activities Fees for contracted services rendered to student clubs and organizations.

28. Contracted personnel must have advance approval from the appropriate Dean prior to approval of contracts for services to student organizations.

29. All budget requests and transfer requests must be signed by an authorized student officer and the organization advisor (EXCLUDING ATHLETICS).

30. Further regulations—see Code of Conduct, Section 8.01 in the Student Handbook.

42. Employees of the College may not be paid honoraria from Student activity fee revenues.

32. All publicity programs and publications funded through Student Activity fees must state prominently, "Funded with your Student Activity Fees."

33. The Student Activities Office shall submit to the SAFB, prior to the fifth (5th) week of classes of each semester, a list of all inactive organizations.

34. The solicitation of advertising in organizational publications must be approved, in advance, by the SAFB.

35. Clarification of policy on post season tournament expenditures: post season tournament expenditures shall be funded by the SAFB in accordance with the guidelines already established in SAFB regulation #21 (10% of budget for travel).

36. No monies are to be accepted by club officials after the expiration of the posted "cut off" date. In this context all monies received prior to the "cut off" date are to be deposited in the appropriate club account and issued as a college check to the proper Hotel/Bus/Travel Agency, etc.

37. All financial transactions after the "cut off" date will be negotiated between the individual and the requested service. Neither the club nor its officers shall accept funds for any portion of the trip after the "cut off" date.

38. The College's responsibility ends when all money collected has been disbursed to the proper representative or authority.

39. The organization, with the assistance of the Student Activities Office and the Accounting Office, must maintain separate and detailed records which reflect all costs for the event or trip.

40. No student, club advisor or officer may accept free

trips or services on College organization-sponsored trips.

41. Bid specifications for trips must include all gratuities incurred during the event and any discounts for administrative services or quotas.

42. Fees collected from "guests" must be deposited in the club's deposit account established for that purpose.

43. All completed receipts for expenditures incurred during the trip must be submitted to the Student Activities Office immediately upon completion of the trip.

CLUB FINANCING

All officially registered student organizations in compliance with the "Code of Conduct" are eligible to submit a program budget to the Student Affairs Finance Board. Funding for these programs is supported through the Activities Fees paid by all registered Prince George's Community College students. Forms and information regarding budget allocations are available in the Student Activities Office. All policies and procedures regarding the allocation and administration of Activity Fee Monies are in consort with the Student Affairs Finance Board, the President of Prince George's Community College, and the Board of Trustees. In order to insure fairness and equity in the allocation of funds, the Student Affairs Finance Board issues budget determinations solely on a programmatic basis.

1. If you qualify for the Activity Fee Budget (see section 8.08 of Prince George's Community College Code of Conduct), the Office Manager of Student Activities will give you Student Affairs Finance Board (SAFB) request forms and explain the rules and regulations of the board.

2. Return your completed Student Affairs Finance Board request to the Student Activities Office. Your budget request will be reviewed by the Office Manager, and a time will be scheduled for you to appear before the SAFB to explain your budget request in relationship to your program.

3. The SAFB will deliberate and forward its decision to the Dean of Student Affairs and the President of the College for their evaluations.

4. You will be notified, via your mailbox in Largo Student Center, Room 149, of the board's decision, within two weeks.

NOTE: There are only two types of expenses involved in the accomplishment of any programs; services and merchandise.

1. Services include guest speakers, dancers, singers, bands, or anyone performing a service for you, who's not employed by Prince George's Community College. To pay for services, you must have the person complete a contract including his/her social security number and signature, plus the signatures of both the club officer and advisor. ALL CONTRACTS MUST BE SIGNED BY THE ADVISOR. The disbursement is needed to accompany the contract so that a check can be written. These forms can be picked up from the Student Activities Office and should be completed and returned seven days prior to the event in order to pay the artist upon completion of the performance.
2. Merchandise expenditures require a disbursement form and an invoice or receipt for $50 or under for off-campus services. A purchase request is required for expenses over $50.00. A purchase authorization signed by the Advisor is required for any on-campus expenses from the Bookstore, Ogden, mailroom or the duplicating center. Cash advances are issued only where absolutely necessary. Forms for all types of expenditures may be picked up from the Student Activities Office.

For in-depth information on funding and the Student Finance Board, see the Rules and Regulations of the Student Affairs Finance Board which immediately follows this section. For additional information, call Student Activities at 322-0853.

COLLEGE POLICIES CONCERNING STUDENT ORGANIZATIONS AND THEIR FUNCTIONS

A. REGISTRATION OF STUDENT ORGANIZATIONS

In order to obtain official registration as a campus organization and to receive the rights and privileges accorded to such groups and to maintain such status, an organization must fulfill the following requirements:

1. Submit to the Student Activities Office an organization constitution including a statement of purpose and by-laws, a current list of its officers, and a listing of its staff advisor. Upon receipt of the aforementioned information the Student group shall be considered a duly registered campus organization and entitled to the rights and privileges thereof.
2. The Student Activities Office will then forward copies of all submitted information to the Student Governance Board Representative for student organizations.
3. Maintain strict adherence to all organizational regulations listed in section 8.00 through section 8.08 of the Code of Conduct.

B. ELIGIBLITY FOR STUDENT OFFICES

Eligibility to seek or hold student offices representing all students requires valid registration for classes and good academic standing. Offices to which this policy applies include the Student Governance Board, the Program Board, the Student Affairs Finance Board and editors of student publications. Eligibility will be certified by the Dean of Student Affairs.

C. USE OF COLLEGE FACILITIES

1. All campus activities *must* be scheduled through the Student Activities Office.

2. All room reservations should be made *at least* 10 days before the event to allow necessary services to be performed.

3. Groups using facilities have a responsibility to keep rooms clean, report and leave on time, and conduct themselves in accord with college rules and regulations. Failure to do so will result in possible loss of opportunity to use facilities in the future.

4. Cancellation of activity or change in plans *must be* reported to the Student Activities Office.

5. All campus activities must be in line with the College's "Building Use Policy" and the "Code of Conduct."

D. STAFF ADVISORS TO STUDENT ORGANIZATIONS ARE RESPONSIBLE FOR:

1. Attending meetings and functions of the groups they are advising.

2. Advising the group's finances and co-signing disbursements authorizing the expenditure of funds in accordance with the stipulations provided by the Student Affairs Finance Board.

3. Seeing that the organization provides proper supervision at events conducted under their name or the name of College.

4. Signing for and driving any College-owned vehicle used for the purpose of providing transportation for any organizational events.

E. POLICY STATEMENT ON STAFF ADVISORS TO STUDENT ORGANIZATIONS

1. Advisors—All student organizations which do not have full-time directors must have a staff advisor at all times.

2. Responsibilities of Advisors—Advisors to student organizations should accept positions as advisors in good faith that the organization desires their counsel both on specialized areas in which they may be experienced

and/or expert and in general matters of good taste, conduct and propriety. Advisors should make an effort to attend meetings of the organization and give constructive criticism and guidance without domination. When an organization takes an action not in agreement with its general purpose or procedures, or when it plans a program of activity not approved by its advisor, the advisor should seek to ameliorate such situations through the services offered by the Student Activities Office and the Student Governance Board.

3. Responsibilities of Organizations to Advisors—Organizations should recognize that advisors are obligated to give counsel and advice in areas in which they may be experienced and/or expert and in general matters of good taste, conduct and propriety. The organization should notify advisors of all meetings of the organization and its executive bodies. Advisors are entitled to attend any or all of these meetings, and are entitled to consult with the officers or committee chairmen of the organizations at any time. Organizations should consult with advisors before any changes in policy, purpose or major program are put into effect.

4. Appointment of Advisors—When a student organization needs a new advisor, it shall have the privilege of approaching prospects and choosing a suitable candidate to be listed with the Student Activities Office.

5. Staff Advisors and officers of the student organization are responsible for maintaining strict adherence to all policies and procedures listed in the "Code of Conduct," the "Building Use Policy," and the by-laws of the Student Affairs Finance Board. Failure to maintain such adherence can result in a los of funding, a revocation of organizational recognition and registration, or both.

USING COLLEGE FACILITIES

All requests for space other than academic must be filed with the Scheduling Officer in the Student Activities Office of the Largo Student Center at least ten (10) days prior to the planned event. The Scheduling Officer will help you select the most appropriate space for your function. If you need planning assistance, you will be referred to the proper person to assist you. See Building Use

Policies for complete policies on building use at the College.

1. Complete (type) the reservation form and submit it to the Scheduling Officer.
2. If food service or alcoholic beverages are desired the proper forms will be supplied for your completion.
3. All arrangements for food must be made with the College Food Service Department.
4. Arrangements for beverages (purchase and licenses) must be completed prior to the event.
5. A room sketch must accompany the reservation form for special arrangements of furnishings.
6. The Media Consultant must approve in advance all sound equipment which is used on campus.
7. All basic contact with all support services will be made through the Student Activities Office, 322-0848.

STUDENT CLUBS AND ORGANIZATIONS

The following campus clubs and organizations are listed in alphabetical order. Many of the clubs are formed for personal growth and satisfaction, but there are others that are curriculum-related and allow more in-depth understanding of those subject areas:

Accounting Club—promotes an understanding of the importance of accounting in school and work situations.

Active Seniors—stresses fitness, socializing, leisure activities, personal growth and knowledge for senior citizens.

Alumni Association of Prince George's Community College—encourages alumni involvement in College activities and assists in promoting the physical, cultural, and social welfare of the College.

American Studies Experience Group—promotes interdisciplinary study of American culture and encourages students to become interested in American Studies.

Anthropology—promotes an interest in anthropology as a science and as an interesting field of study.

Antique Automobile Club—dedicated to the preservation and rehabilitation of automobiles manufactured before 1957, and certain other classic models.

Art Club—offers students interested in art the opportunity establish a relationship with other students interested in art; gives the College Community and student body insight into the various forms of artistic expression.

Billy Club—aimed primarily at students in the Criminal Justice curriculum, this club has recently become involved in the support and preservation of old Pabst Blue Ribbon cans and other items in extremely poor taste.

Black Student Union—promotes positive self-awareness, community understanding, and appreciation of our country's black experience, culture and contributions to society.

Campers' Club—provides a means for people interested in camping to meet and organize as a group; introduces new campers to camping and backpacking techniques.

Canadian Club—provides fellowship for foreign members from the north, migratory geese, Margaret Trudeau and the entire mounted police force, and almost goes on the rocks every year.

Catholic Students Organization—provides fellowship and education.

Cheerleaders: has tryouts in the fall; provides emotional support to PGCC athletes and fans during the games; promotes school spirit and attendance at athletic events.

Chessnutz—stimulates interest in the game of chess on the PGCC campus.

Chorus Club—provides the student with a wealth of music literature and a chance to perform concerts for the College and community.

Christian Science Organization—informs the College Community about Christian Science, sponsors lectures, and cooperates with other campus groups in projects that promote interreligious interest.

Cinema Club—introduces the College Community to alternative films, artistic and classic, which are not available in the popular media.

College Republicans—informs the College Community about the principles of the Republican Party and provides students with an opportunity to become involved in politics at local, state, and national levels.

Commuter Club—brings together and organizes students who need transportation to PGCC, for the purpose of providing better bus service.

Concert Club Band—enhances the cause of music at PGCC.

Concert Club—brings guest artists who are of interest to all departments and students to the campus; involves as many people as possible in cultural events.

Confederate Club—promotes understanding of and sympathy for people who wear grey hats, whistle "Dixie," carry a big stick, see every performance of "Our American Cousins," and try to pass funny money.

Conflict Simulation Group—encourages the play and discussion of conflict simulation by PGCC students.

Dance Club—provides a situation for people on campus to express their interest in dance.

Drama Club (Hallam Players)—introduces and involves the student in the many facets of theatre production; attempts to heighten College Community and public interest in drama by presenting several productions a year.

Economic Club—fosters understanding of economics in the public and private sectors of business, governmental agencies and departments, and research foundations by attending particular conventions, symposia, and hearings.

Exceptional Children's Club—in conjunction with the Children's Development Clinic, provides interested students with the opportunity to work with physically, emotionally, and socially handicapped children or youth and provides these students with professionally directed workshops.

Forensics Club—develops the skills necessary to the art of purposeful communication through competing in forensics tournaments, attending and sponsoring speech conferences and workshops.

Health Service and Education Club—promotes Health Awareness and student participation in the College Health Education events.

HEART (Handicapped Education and Rap Team)—acts as a mediator between the administration and students with handicaps, and as a problem-solving organization.

History Club—promotes interest and appreciation of notable persons and events of the past which have been significant in the course of human events.

International Student Association—exchanges cultural and educational ideas and promotes mutual relations between the international students and the administration of the College.

Jazz Club—encourages an awareness of and exposure to contemporary and traditional jazz.

Karate Club—promotes the ideals and teaching of Shude Kan Karate.

Korean Campus Ministry—promotes awareness of Christianity among the Korean student population.

Korean Student Association—promotes a better relationship between Korean students and the College Community.

Kung-Fu Club—teaches Kung-Fu skills in self-defense; exposes students to the theory of mental and physical involvement.

Le Cercle Francais—promotes French culture among American students.

Marketing Club—supplements academic preparation for careers in the fields of marketing and retailing.

Musicians' Workshop—provides a forum for performances by student musicians; sponsors campus coffeehouse presentations.

Navigators for Christ—provides an opportunity to investigate the life and claims of Jesus Christ and to help people grow mentally, physically, socially, and spiritually.

Nursing Students—provides social and learning experiences for those wishing to enter the nursing profession.

Parks and Recreation—promotes interest and participation in the field of recreation, and familiarizes the College Community with educational career opportunities.

Philosophy Club—furthers interest in philosophy and its intrinsic value to humanity.

Photography Club--promotes and develops interest in photography as an art form.

Punk Monk Club—promotes public understanding and acceptance of Karmic books.

Psychology Club—enlightens and informs students and faculty of psychology today; thinks Jung.

Readers' Theatre—presents on-campus programs and affords participation in intercollegiate competition and festivals.

Ski Club—provides and maintains, on an individual basis, an opportunity to learn and participate in the sport of skiing for its physical and mental effects.

Spanish Club—provides an opportunity to create maximum interest, facilitate learning, and familiarize Spanish students with the cultures of the more than 20 Spanish-speaking countries whose language they are learning.

Stage Movement Club—Develops the human body to its fullest for the potential actor/dancer or just for physical fitness.

Student Governance Board—Gives students a voice on campus; plans, coordinates, implements, authorizes, and enforces all policies of the Associate Students of Prince George's Community College.

Student Governance Bored—reflects the apathetic student population of the 70's.

Student Handbook—allows full editorial, production, creative writing, layout, and design responsibilities for publishing the College's official student handbook.

Student Program Board—develops, plans, coordinates, and implements curricular programs for the purpose of social, recreational, and educational interaction.

Swashbucklers—provides an opportunity for students to learn the art of fencing.

Turkey Club—comes with or without mayonnaise; dedicated to the care and preservation of turkeys and certain species of lettuce, tomatoes, ham, and toothpicks wearing pants.

Veterans' Association of PGCC—establishes a social and service organization of college men and women who have served honorably in the United States Armed Forces; promotes the bonds of good fellowship created by this common experience.

Women's Center—provides consciousness-raising experiences and a referral center to help alleviate social, financial, and educational problems generic to women in our society.

Word of Life Fellowship—presents the Word of Life to students on the PGCC campus.

Young Democrats—informs the College Community about the principles of the Democratic Party and provides students with an opportunity to become involved in politics on a local, state, or national level.

Young and Restless—informs entire world between 12:30 and 1:30 pm daily about the seamier side of life as a dressmaker; keeps devoted viewers in stitches or on pins and needles.

COLLEGE PUBLICATIONS

Prince George's Community College offers a variety of printed material, published by both student organizations and regular college staff. The goal for all publications, however, is the same: maintain an up-to-date information package of printed material for student.

THE OWL

THE OWL is the official newspaper of the PGCC students, which provides an outlet for student expression and reports activities of interest to the students. Students are encouraged to join the staff and reply to editorials and articles by writing letters to the editors.

THE OWL is published every week throughout the school year, by the students of Prince George's Community College. For information, call Student Activities at 322-0853 or THE OWL office, 322-0905.

MYND

The student literary magazine, MYND (rhymes with wind), is published yearly; is composed of student poetry, short stories, artwork, and photography; and is produced by students. For inquiries, call Student Activities or the MYND office at 322-0857.

STUDENT HANDBOOK

THE STUDENT HANDBOOK is the official handbook of PGCC, which provides rules, regulations, and policies concerning academic affairs, as well as student activities. In addition, there is a wealth of general information and humor to be read. THE STUDENT HANDBOOK is another publication produced by the students of PGCC. All queries can be answered by the Student Activities Office, 322-0853.

COLLEGE CATALOG AND CLASS SCHEDULES

These publications, produced by the College Publications and Information Office, keep the College Community informed of curricula offerings, rules and regulations, and all pertinent academic information. Although these publications are not produced by students, input from them concerning content accuracy and readability is encouraged. For publication requests or comments, contact the Publications Office, 322-0915.

ACTIVITIES CALENDAR, WHAT'S HAPPENING, AND A MYRIAD OF FLYERS AND POSTERS

This literature is published by the Student Activities Office, with the purpose of keeping the College Community informed of all activities and special events, from films and concerts to registration dates, times and locations. For information, call 322-0853.

SSETTE
ONLY

Chapter V

The Regulation Syndrome

You know you're ready for a regulated life when you exhibit the following syndromes:

You keep repeating Will Rogers favorite saying, "I never met a mucal I didn't like;"

You want to violate the no pet rule and bring a dog, a fetal pig, or Miss Piggy to a dance.

THE PRINCE GEORGE'S COMMUNITY COLLEGE CODE OF CONDUCT

The Prince George's Community College Code of Conduct adopted by the Board of Trustees defines the rights and responsibilities of students and establishes a system of procedure for dealing with students charged with violations of The Code and other rules and regulations of The College. Copies of The Code may be obtained from the Dean of Student Affairs.

1.00. Introduction. This code is adopted by the Board of Trustees of Prince George's Community College (called the "Board") for the purpose of defining the rights and responsibilities of students of Prince George's Community College (called the "College"), and establishing a system of procedure for fairly dealing with students charged with violations of this Code and other rules and regulations of the College.

1.01. For purpose of this Code, a student is defined as one who is currently enrolled at the College, and one who has completed the immediately preceding semester and is eligible for re-enrollment.

1.02 Members of the student body, the faculty, and the administrative staff (collectively called the "College community") are invited to suggest amendments, deletions or new areas of coverage for this Code by filing proposals in writing with the Dean of Student Affairs, who will forward them to the President for transmittal to the Board after study by the appropriate student, faculty and administrative staff committees.

1.03 To the extent any prior College rules, regulations, policies and procedures, including those contained in the 1973-1974 Student Handbook, are consistent with the Code, they stand repealed, but they otherwise remain in force and effect.

1.04 The President, after consultation with appropriate committees, may promulgate such implementing regulations and procedures, consistent with this Code, as he deems advisable for the administration of this Code, subject to modification by the Board.

1.05 During the periods of campus emergency, as determined by him, the President may place into immediate effect any reasonable emergency regulations, procedures, and other reasonable measures he deems necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

1.06 In the absence of the President, the Vice President shall exercise all rights and powers vested in the President by this Code. The President may delegate the rights and powers hereby vested in him, except for those vested by the following paragraphs of this Code: 1.04, 1.05, 3.00, 3.01, 4.00, 4.06, 5.01(f), 5.02, 5.03, 6.10, 6.11, 6.12.

1.07. For purposes of this Code, the term "College property" is intended to include all real and personal property owned or controlled by the College, as well as real and personal property not owned or controlled by the College but used by members of the College community in the functions of the College.

2.00 Standard of Student Conduct. A student enrolling in the College assumes an obligation to conduct himself in a manner compatible with the College's function as an educational institution. Misconduct for which students are subject to discipline falls into the following categories:

2.01 Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;

2.02 Forgery, alteration or misuse of College documents, records, or identification;

2.03 Obstructing or acting in a manner disruptive or disturbing to the normal educational functions of the College, administration of the College, disciplinary procedures, or other College activities, including its community service functions, or of other authorized activities on College property;

2.04 Molesting or threatening with bodily harm any person lawfully on or in the vicinity of College property or at College-sponsored or -supervised functions, or conduct which threatens or endangers the health or safety of any such person;

2.05 Stealing, concealing, defacing, or damaging College property or the property of a member of the College community or campus visitor.

2.06. Unauthorized entry to or use of College property, including the failure to leave any of the College buildings or grounds after being requested to do so by an authorized employee of the College;

2.07 Violations of this code or of other College policies or regulations, including those concerning the registration of student organizations, the use of College property, or the time, place, and manner of public expression;

2.08. Use, possession, or distribution on College properties or at College-sponsored or -supervised functions of controlled dangerous substances as defined by Maryland law, except as expressly permitted by law;

2.09 Gambling, disorderly conduct or lewd, indecent, or obscene conduct or expression on College property or at College-sponsored or -supervised functions;

2.10. Possession or use on College property of any firearm, gun, knife (except a penknife without switchblade), or other dangerous or deadly weapon of any kind, or of any explosive material or device, except as expressly permitted by the President;

2.11 Smoking in any classroom or in any other area where smoking is prohibited.

2.12 Drinking or possessing any alcoholic beverage on College property, except as expressly permitted by the President;

2.13 Use of any sound amplification equipment, system or device, except as provided for by College regulations or expressly permitted by the President;

2.14. Failure to comply with directions of College officials acting in performance of their duties, including refusing to furnish identification upon request.

3.00. Student Discipline. The President and, as expressly provided herein, the Dean of Student Affairs may impose discipline for violation of this Code or other College policies, rules or regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the Courts involving the same acts.

3.01. If a student is charged with, or convicted of, an off-campus violation of law, the matter is of no disciplinary concern to the College requirements, except the College may impose sanctions if the misconduct demonstrates a flagrant disregard for the right of others which affects his suitability as a student. In such cases, expulsion is not permitted until the student has been adjudged guilty in a court of law, and the student shall be reinstated if he is acquitted or the charges are withdrawn.

3.02. The President in his discretion may immediately impose warning or interim suspension upon a student when circumstances warrant it.

3.03 If alleged violations of this Code or other College policies, rules or regulations occur in connection with a College-sponsored or -supervised activity not on College property, the student accused of such violations shall be subject to discipline under this Code.

4.00 Types of Student Discipline. Recognizing that the goal of student discipline is generally rehabilitation or deterrence rather than punishment or removal of an offending student from the College community, the President and, as expressly provided herein, the Dean of Student Affairs shall have discretion to impose the following types of discipline:

4.01. Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

4.02. Censure: Written reprimand for violation of specified regulation.

4.03. Probation: Exclusion from participation in privileges or extracurricular College College activities as set forth in the notice of probation for a specified period of time. If a student while on probation violates any of the terms set forth in the notice of probation or violates the Standard of Conduct, as determined after the opportunity for a hearing, he shall be subject to further discipline in the form of suspension, dismissal, or expulsion.

4.04. Interim Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation.

4.05 Suspension: Exclusion from classes, and exclusion from other privileges or activities or from the campus as set forth in the notice of suspension, for a definite period of time with reinstatement thereafter dependent upon a showing of observance during the period of suspension of the terms set forth in the notice of suspension. If a student while on suspension violates any of the terms set forth in the notice of suspension or violates the Standard of Conduct while on a campus of the College or in relation to a College-sponsored activity, as determined after the opportunity for a hearing, he shall be subject to further discipline in the form of dismissal or expulsion.

4.06. Dismissal: Termination of student status for an indefinite period. The student may be readmitted to the College only with the specific approval of the President. If a dismissed student violates the Standard of Conduct while on College property or in relation to a College-sponsored activity, he shall be subject to further discipline in the form of expulsion.

4.07. Expulsion: Permanent termination of student status without possibility of readmission to any campus of the College.

4.08. Other: Other types of discipline as set forth in campus regulations.

4.09 Restitution: In addition to any of the foregoing, reimbursement may be required for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

5.00. Disciplinary Proceedings. These procedures are designed to assure procedural fairness in student conduct cases, and offer procedures appropriate to the nature of the case and the severity of the potential discipline.

5.01. All alleged violations which could result in the imposition of discipline will be investigated by the Dean of Student Affairs' office, on the basis of which the Dean of Student Affairs will dismiss the charges, will dispose of the matter by mutual consent, or refer it to a hearing in his office. On the basis of this hearing, which shall not be public, the Dean will:

(a) dismiss the case;

(b) impose discipline no more severe than warning, censure, or probation for a period not exceeding 15 days;

(c) recommend to the President any other discipline authorized by this Code;

(d) refer the case to the Committee on Student Conduct (or if the student so elects, to a Faculty Hearing Officer), for a recommendation to the President, who will decide the case.

5.02. If the Dean takes action 5.01 (a) or 5.01 (b), his decision concludes the case. If the Dean takes 5.01 (c) and recommends discipline more severe than warning, censure, probation for a period not exceeding 15 days, and/or restitution, the student may appeal within ten days of such action to either the Committee on Student Conduct or a Faculty Hearing Officer for a hearing and recommendation to the President, who will decide the case. If the Dean takes action 5.01 (d) and refers the case for hearing, the recommendation of the Committee on Student Conduct or Faculty Hearing Officer will be sent to the President, who will decide the case.

5.03. The Committee on Student Conduct shall consist of 12 members of the College community selected by the College Senate annually, three members of which shall be students. In the event the College Senate shall not select the Committee, the President may appoint the Committee. Hearings before this Committee shall be conducted before three member panels of the Committee, selected on a rotating basis. One member of each such panel shall be a student, unless the student whose case is to be heard advises the Dean of Student Affairs five days in advance of the hearing date that he desires no student on the panel. Hearings before the Committee on Student Conduct shall not be public. The panel hearing the case may recommend any discipline authorized by this Code and will promptly submit a recommendation for disposition to the President, who will decide the case.

5.04. The Faculty Hearing Officer shall be appointed for each hearing by the President from a panel of three tenured faculty members of the rank of Associate Professor or Professor selected by the College Senate annually. In the event the College Senate shall not select the panel, the President may appoint the panel. Hearings before the Faculty Hearing Officer are public. The Faculty Hearing Officer may recommend any discipline authorized by this Code and will promptly submit a recommendation for disposition to the President, who will decide the case.

6.00. Procedural Safeguards in Disciplinary Proceedings. In hearings in which discipline more severe than warning is imposed, the following procedural safeguards will apply;

6.01 The student shall be given notice of the charges against him, which in hearings before the Committee on Student Conduct or a Faculty Hearing Officer shall be in writing. He shall respond in writing to such written charges within seven days. The Dean of Student Affairs may extend the time for such response. The Dean shall set a time for hearing which shall not be less than seven or more than 15 days after the day on which the student's response is due.

6.02. The student is entitled to an impartial hearing.

6.03. The student is entitled to be told the evidence against him and the identity of its sources, and is entitled to present evidence in his own behalf.

6.04. No ex parte communications will be received.

6.05. If the student intends to be accompanied at a hearing by an attorney, he must notify the Dean of Student Affairs five days in advance of the hearing date to permit the College to make arrangements for legal counsel.

6.06. No one will be required to give self-incriminating evidence. An adequate summary of the hearing will be kept. In hearings before the Committee on Student Conduct or a Faculty Hearing Officer, there shall be both a digest and a verbatim record, such as a tape recording. A student may, in addition and at his own expense, obtain the services of a stenographic reporter. The student will be furnished a draft of the summary and he will have the opportunity to submit written comment which will be incorporated as part of the record. No person other than the hearing body may tape record a hearing.

6.07. The student will be informed of the recommendation.

6.08. No recommendation for the imposition of discipline may be based solely upon the failure of the student to respond to charges or appear at any hearing. In such a case, evidence in support of the charges shall be presented and considered.

6.09. If discipline more severe than that recommended by the Dean of Student Affairs, the Committee on Student Conduct, or Faculty Hearing Officer is finally imposed, the President or other person imposing such final discipline will familiarize himself with the record and evidence and will not consider new evidence unless its content and sources have first been told the student.

6.10. In disciplinary proceedings the student may submit, either orally or in writing, any arguments concerning the applicability or meaning of this Code, any College regulation or policy. Arguments concerning the constitutionality or legal validity of this Code, regulations or policies shall not be addressed to the individual or committee hearing the case, but as provided below, may be submitted to the President after a recommendation by the Committee on Student Conduct or Faculty Hearing Officer has been made.

6.11. If, in a disciplinary proceeding, a challenge arises to the constitutionality or legality of this Code, any regulation, or policy, upon which the charge is based, the challenge may be submitted in writing to the President. The President will seek advice on the question so reported from the office of the Board attorney. This advice will be reported to the President and will be considered by him before a final decision is rendered in the proceeding.

6.12. Pending final determination of cases in accordance with these regulations, the President may, independently of the above sections, impose warnings or interim suspension upon a student or suspension of registration of a student organization when circumstances warrant such action. The President will inform the student or organization in writing of the reasons for the interim action.

7.00 Speech and Advocacy. Students have the right to free inquiry, expression, assembly and advocacy. The purpose of this Article is to assure the exercise of these rights and the rights of others in the effective use of College facilities, and to minimize possible interference with the College's responsibility as an educational institution.

7.01. Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the teaching faculty member to maintain order. Information about student views, beliefs, and political associations acquired by faculty and administrative staff members in the course of their work as teachers, advisors, and counselors, is confidential and is not to be disclosed to persons outside the College community unless under legal compulsion.

7.02. Students and other members of the College community may gather at reasonable places and times on College property consistent with the orderly conduct of College affairs, the maintenance of College Code, regulations and procedures promulgated by the President, and College policies concerning use of facilities. Interference with entrances to buildings and College functions or activities, disturbance of offices, classes and study facilities, and harm to property are prohibited.

7.03. Registered student organizations may invite non-college speakers to address meetings on College property only upon prior notification to the President or his designated representative who may deny the use of available College facilities only if he deems the meeting to be incompatible with the educational objectives of the College. Individual students or student organizations which have not qualified as registered student organizations may not invite non-College speakers to address meetings on College property. Whenever the President considers it appropriate in furtherance of educational objectives, he may require that the meeting be chaired by a person approved by the President, and/or that the speaker be subject to questions from the audience.

7.04. A student or student organization may distribute noncommercial written material on College property without prior approval in accordance with such regulations as may be in force concerning such distribution providing such distribution does not disrupt the operations of the College. All such material must contain thereon the name of the sponsoring student or student organization.

7.05. The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended or disciplined because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. This freedom entails a corollary obligation of responsible journalism which the editors and managers will be required to meet.

7.06. All student publications shall explicitly state that the opinions expressed are not necessarily those of the College or its student body.

8.00. Student Organizations. Students have the right and are encouraged to join organizations formed for any legal purpose.

8.01. Student organizations are required to comply with this Code and with College policies, rules and regulations and are subject to revocation of registration or other discipline for violations of same.

8.02. A student organization shall not use the name of the College, or abbreviations thereof, as part of its own name except in accordance with College regulations.

8.03. A registered student organization may state that its membership is composed of students or members of the College community of Prince George's Community College, but shall not indicate or imply that it is acting on behalf of the College or with its approval or sponsorship.

8.04. Student organizations, whether or not registered, may take positions on issues if they expressly state in so doing that they are not necessarily representing the views of the College or its student body.

8.05. A student organization, active membership in which is limited to members of the College community, and active membership in which is open to all members of the College community who are willing to subscribe to its stated aims and meet its stated obligations without regard to race, religion or national origin (except for religious qualifications which may be established by religious organizations) shall achieve and retain the status of a registered student organization by complying with the following:

(a) Submitting current lists of its officers and copies of its constitution and by-laws to the Director of Student Activities, and by submitting all changes in officers when effective and amendments within one week after adoption.

(b) If it is affiliated with an extramural organization, submitting that organization's constitution and by-laws to the Director of Student Activities and submitting amendments within a reasonable time after adoption.

(c) Reporting all outside sources of funds to the Director of Student Activities.

8.06. Approval or disapproval by the College of the aims, objectives and policies of any student organization is not to be inferred or implied from the registration or non-registration of such organizations.

8.07 Registered student organizations may be accorded the use of College facilities without charge under approved policies and procedures, except as limited by Federal and State law, subject to the following:

(a) Not more than an insubstantial number of persons attending, or solicited or invited to attend any activity or function in a College facility shall be persons who are not bona fide members of the College community or members of their families. This limitation shall not be applicable to theatrical or musical performances, intercollegiate athletics competition and other recognized competitive events.

(b) The registered student organization applying for the use of College facilities has, on previous occasions of such use, fully complied with all applicable rules and regulations.

8.08. Registered student organizations may receive financial support from the receipts from Student Activity Fees in accordance with duly approved policies and procedures, subject, however, to approval of the budget of the Student Activity Fund by the President and further provided that the following student organizations, whether or not registered, are not entitled to receive such financial support, nor are they entitled to receive indirect financial support from the Student Governance Board, any other registered student organization or the College in the form of stationery, supplies, postage, telephone, reproduction services, secretarial service, or otherwise:

(a) Political Organizations: An organization is a political organization if it is empowered to or does devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. For this purpose, an organization will be regarded as attempting to influence legislation if the organization contacts, or urges its members or the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation; or advocates the adoption or rejection of legislation. The term "legislation," as used in this subdivision, includes action by the Congress, by any State legislature, by any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment, or similar procedure. An organization will not fail to meet the operational test merely because it advocates, as an insubstantial part of its activities, the adoption or rejection of legislation.

An organization is a political organization if it participates or intervenes, or encourages its members to participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. The term "candidate for public office" means an individual who offers himself, or is proposed by others, as a contestant for an elective public office, whether such office be national, State, or local. Activities which constitute participation or intevention in a political campaign on behalf of or in opposition of written or printed statements or the making of oral statements on behalf of or in opposition to such a candidate.

An organization is a political organization if it has the following two characteristics: (1) its main or primary objective or objectives (as distinguished from its incidental or secondary objectives) may be attained only by legislation or a defeat of proposed legislation; and (2) it advocates, or campaigns for the attainment of such main or primary objective or objectives as distinguished from engaging in non-partisan analysis, study, or research and making the results thereof available to the public. An organization is not a political organization solely because it invites as a speaker a candidate for public office or a person attempting to influence legislation if it extends an equal invitation to opposing candidates and persons with opposing views regarding such legislation.

(b) Religious Organization: An organization is a religious organization when it is one whose aims are primarily sectarian.

An organization is a religious organization if it is empowered to or does devote more than an insubstantial part of its activities to any specific system of belief, worship or ritual, or any group of such specific systems.

An organization is a religious organization if by its articles or practices, it excludes from its membership or activities persons who subscribe or who do not subscribe to any one or more religious beliefs.

(c) Other unsupported organizations: Non-registered student organizations and other organizations whose activities are not deemed entitled to receive financial support, including those which are empowered to or do devote more than an insubstantial part of their activities to any one or more of the following:

(1) Solicit or invite or encourage their members or others to solicit or invite the attendance at any function or activity on College property, except a theatrical or musical performance, intercollegiate athletic event or other recognized competitive event of more than an insubstantial number of persons who are not members of

the College community or members of their families.

(2) Insult or derogate or encourage their members or others to insult or derogate any other person or group on the basis of race, religion or national origin.

(3) Create or encourage their members or others to create disturbances interfering with or disrupting the educational processes of the College, or the peaceful conduct of the faculty, administration or other students on the campus or programs, meetings or activities of the College or other student organizations, or which interrupt guest speakers and others in addressing lawful assemblies.

(4) Use or encourage their members or others to use techniques disturbing the atmosphere of free and responsible discussion and of intellectual exploration on the campus.

(5) Engage in or encourage their members to engage in discourteous conduct to others.

(6) Otherwise engage in activities or encourage their members to engage in activities inappropriate to an academic community.

None of the foregoing shall be construed or utilized to impair or inhibit the right of any student or organization to engage in free inquiry, expression, assembly and advocacy, but they are intended to safeguard the freedom to learn to which all members of the College community are entitled, and to prohibit support of any organization which denies that freedom to others.

The foregoing is not intended to authorize or condone the described conduct, or to excuse or exempt any student engaging in the described conduct from appropriate disciplinary action.

(d) In determining whether an organization has the characteristics of a political, religious or other unsupported organization, all the surrounding facts and circumstances, including the constitution, by-laws, and all activities of the organization are to be considered.

9.00. General Provisions.

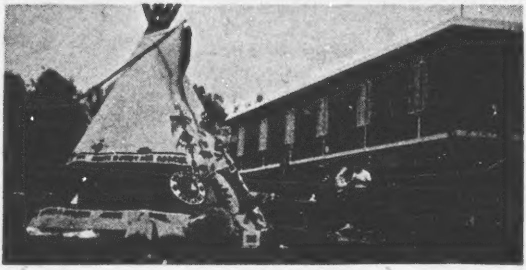
9.01. Persons who are not members of the College community, while on College property, are required to adhere to the provisions of this Code applicable to students and to abide by all other College policies, rules and regulations.

9.02. The College has consistently pursued a policy against discrimination based on race, religion, or national origin. The College community, and all organizations and groups within the College, are governed by this policy of nondiscrimination. All organizations using College property for meetings or events shall allow participation on a nondiscriminatory basis.

9.03. Students may engage in orderly picketing and other forms of peaceful protest on College property provided the form and manner of such conduct does not violate any other provisions of this Code or any other College rules, regulations and policies.

9.04. Student records are "public records," access to which shall be denied except as provided in Article 76A of the Annotated Code of Maryland.

Adopted by Motion #140-70 by the Board of Trustees on August 24, 1970.



ADVERTISEMENT

•FREE • FREE • FREE • FREE

We've got buildings, we've got goals,

We've got mascots, we've got roles,

We've got history and English and a course on saving coal,

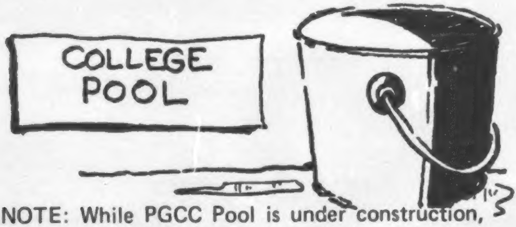
We've got federal law and county law,

And also local rule,

What ain't we got?

We got no pool!

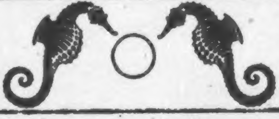
ALSO: In order to redeem this pass you must be able to sing the PGCC Pool Song, "Soutn Potomac" (words above)



NOTE: While PGCC Pool is under construction, the Associate Dean will be happy to squirt you with his water pistol.

ADMIT 1

POOL TICKET
Admit Bearer (or barer but
we wish you'd wear a suit)



Ticket to Prince George's
Community College Pool

ADMIT 1

POLICY ON STUDENT RIGHTS AND RESPONSIBILITIES

Part A

It is the policy of the Board of Trustees of Prince George's Community College that students at the College shall have the following rights and responsibilities:

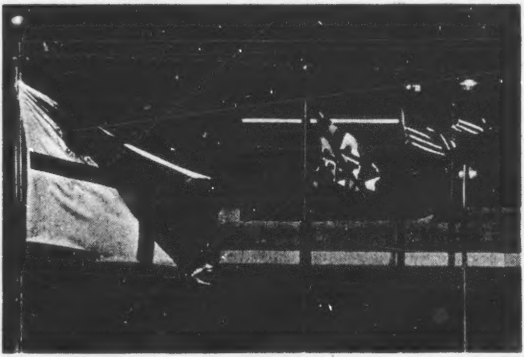
1. Students shall have the right
   - (a) Of free inquiry, expression, assembly and advocacy;
   - (b) To form and join organizations for legal purposes;
   - (c) Individually and through representative organizations, to express views on issues of institutional policy and on matters of interest to the student body;
   - (d) To a student press free of censorship;
   - (e) to participate in recommendations on the allocations of funds from student fees;
   - (f) To participate in the evaluation of faculty performance;
   - (g) To due process in disciplinary proceedings;
   - (h) To fair and unbiased academic evaluations based upon defined criteria, appropriate to the course, of which the instructor has advised them in writing at the beginning of the course, and to the review of academic evaluations;
   - (i) To receive competent instruction, relevant to the subject matter, at the times and places assigned for their courses;
   - (j) To take reasoned exception to the data or views offered in any course of instruction, and to reserve judgment about matters of opinion; and
   - (k) To be protected against improper disclosure of information about their views, beliefs, academic evaluations, political associations, and educational records.
2. Students shall be responsible
   - (a) To meet the established requirements of the courses in which they are enrolled;
   - (b) To exercise their rights of free inquiry, ex-

pression, assembly and advocacy in a manner which will not interfere with the rights of others or with the operation of the College;

(c) To exercise their rights of free inquiry, experience and advocacy in the classroom in a manner which is relevant to the subject matter of the instructional program and is subject to the right of the instructor to maintain order;

(d) To meet the obligations of responsible journalism in the student press; and

(e) To comply with College policies, rules, procedures and regulations applicable to students and student conduct.



PRINCE GEORGE'S COMMUNITY COLLEGE GUIDELINES FOR USE OF ALCOHOLIC BEVERAGES ON COLLEGE PROPERTY

The essence of a community college suggests community participation, community needs, and community norms. In a general sense, the "laws of the land" of the community college should be consistent with the "laws of the land" of the community. Therefore, the norms of the community should be incorporated into the norms of the campus. In this respect, the use of alcoholic beverages can be a positive element when included within program elements of the institution. However, due to the primary educational mission of the community college, the use of alcoholic beverages should be considered as a secondary activity supplementing the primary educational goals of the co-curricular program.

The financial structure of the College which provided for fiscal support of co-curricular programs through mandatory student fees places certain additional constraints upon the use of alcoholic beverages at campus events. The College recognizes the legitimate concerns of those students who pay fees but do not support the use of alcoholic beverages. Therefore, no student activity fees may be used to purchase alcoholic beverages. In addition, the number of College-wide events at which alcoholic beverages are permitted is limited to insure a variety in programming consistent with the interests of the diverse student population served. Finally, alcoholic beverages will be permitted under no circumstances at certain types of events, such as concerts, which have historically presented unique programming problems both on the campus and in the larger community.

The *Prince George's Community College Code of Conduct* lists under types of misconduct subject to disciplinary action the following in Section 2:12: "Drinking or possessing any alcoholic beverage on College property, except as expressly permitted by the President." (Adopted by Motion #140-70 by the Board of Trustees on August 24, 1970.) The following Administrative Regulations define the conditions under which the President's permission may be granted.

ADMINISTRATIVE REGULATIONS GOVERNING THE USE OF ALCOHOLIC BEVERAGES

1. Alcoholic beverages may be served by a recognized student organization, an administrative unit of the College, or a community organization, adhering to the stipulations of the Facilities Use Policy and fully meeting all laws, rules, and regulations as set forth in Article 2B of the Annotated Code of Maryland and those of the Board of License Commissioners for Prince George's County, Maryland.

2. Approval for the serving of alcoholic beverages must be requested at least seven calendar days prior to the date of use. A request must be filed in the Student Activities Office where it will be forwarded to the Office of the President for final approval. The form must be completed by an authorized representative who accepts responsibility for compliance with the College, County and Statewide laws, rules and regulations and agrees to be present at the function. The request will be approved or denied at least three calendar days prior to the proposed event.

3. Upon approval for the sale of alcoholic beverages at Prince George's Community College, it shall be the responsibility of the sponsor to obtain all necessary licenses from the Board of License Commissioners and to display such licenses at the time of the event. For functions at which there will be an admission charge or a cash bar, applicants are cautioned that they must obtain a "Special and Temporary License" from the Board of License Commissioners, County Services Building, Hyattsville, Maryland. Rule Number 53 of the Board requires that such application be filed at least five days prior to the effective date of the license. The College approval must accompany that application.

4. The serving of alcoholic beverages must be incidental to the nature of the event whether the program be social, cultural, or educational. For certain events per-

mission to serve alcoholic beverages may be restricted to beer and light wine as defined in Article 2-B of the Annotated Code of Maryland. The sponsoring organization shall furnish a minimum of five members to act as ushers for events where alcohol is served or distributed. The sale of alcoholic beverages will not be used for the primary purpose of raising money for any organization. All advertisement of alcohol-type events shall indicate that Alcoholic Beverages are incidental to the nature of the event. The sale of Alcoholic Beverages is to be discontinued at least one hour prior to the end of the event.

5. At all events where alcoholic beverages are served, food of some kind and non-alcoholic beverages must be available.

6. No one under eighteen years of age may serve, consume, or dispense any alcoholic beverages.

7. No person who is under the influence of alcohol or dangerous substances or who is disorderly in conduct may serve, consume or dispense alcoholic beverages.

8. No alcoholic beverages may be consumed outside the approved area for the event (specifically the *building* and *room*). "Bring Your Own Bottles" events will be approved in specific facilities excluding outdoor grounds.

9. Student Activity Fee monies shall not be used to purchase any alcoholic beverages or to pay any license fees or related expenses. All revenues generated by sale of alcoholic beverages shall be processed in accordance with normal college procedures and policies. Revenues from all sales of alcoholic beverages shall appreciate only enough income to compensate the organization for the cost of the inventory and supplies. Any money which may be identified as net profit from a student event will be turned over to the Student Affairs Finance Board for reallocation to clubs and organizations.

10. To insure variety in programming, the use of alcoholic beverages will be approved for a limited number of major college-wide activities. In the event that two organizations apply for an event with alcoholic beverages on the same date in which their scheduled times would coincide or overlap, permission to use alcoholic beverages should be granted only to the first one to apply for permission. There will be a limit of frequency in that no organization may sponsor more than one alcoholic beverage-accompanied event per month and no more than two per semester.

11. The use of alcoholic beverages for concerts is prohibited.

12. Sponsors must demonstrate by present planning and previous experience that they can responsibly comply with all laws, rules and regulations for use of alcoholic beverages on campus. Violations may result in denial of future applications.

ALCOHOLIC BEVERAGES AT CAMPUS EVENTS

The following steps are necessary to secure the use of alcoholic beverages on the campus. Detailed rules and regulations follow this checklist.

1. Reserve the needed space through the Student Activities Office Scheduling Officer in Largo Student Center at least ten (10) days prior to the event.
2. Complete the request for use of alcoholic beverages in triplicate.
3. The alcoholic beverage form must have the approval of the Dean of Student Affairs and the College President.
4. When the alcoholic beverage form is returned to the Student Activities Office, the Scheduling Officer will notify you of the approval or disapproval. This decision will require at least three (3) days.
5. Remember that some type of *non-alcoholic* beverage must also be served at all functions where alcoholic beverages are served.
6. Alcoholic beverages may not be removed from the area specified on the reservation form.
7. Profits from the sale of alcoholic beverages will be deposited through to the Student Activities Office for redistribution by the Student Affairs Finance Board.
8. The responsibility for all licenses and permits rests with the person submitting the request for alcoholic beverages.

Telephone Student Activities, 322-0853.

CAMPUS TRAFFIC RULES AND REGULATIONS

These regulations apply to all who drive motor vehicles on any part of the campus at Largo, Maryland.

A. To facilitate the work of the College by providing parking space for those who need it most.
B. To provide parking space for College visitors and guests.
C. To protect pedestrian traffic.
D. To assure access at all times for ambulance and fire-fighting apparatus.

For information or assistance, call 322-0666.

I. REGISTRATION OF VEHICLES:

A. All motor vehicles including motorcycles and scooters, operated on campus by persons associated with the College, must be registered regardless of ownership, except as noted in Regulation 2C. All student vehicles must be registered in the name of the student who is legal operator of the vehicle.
B. There is no registration fee for students registering their vehicles.
C. Parking stickers for Staff are issued initially at the time of employment at the Campus Police Office, Physical Plant Building.
D. Vehicles are not considered officially registered until permits are affixed on front and rear bumpers.
E. Temporary parking permits for visiting groups, and for special events and conditions are available on request from the Campus Police Office or Sentry Box.
F. Parking permits must not be transferred to any vehicle other than the one for which they are originally issued. Parking permits must not be defaced or altered in any manner.

II. PARKING AREAS FOR STUDENTS:

Due to construction on campus and periodic changes for parking areas, students should adhere to posted signs designating student parking.

Physically able students are not permitted to park in areas posted for Faculty, Staff, or Handicapped.

III. TRAFFIC REGULATIONS

A. All motor vehicles are subject to College traffic regulations while on the College campus. The College assumes no responsibility for loss or damage to private property.
B. Pedestrians in a designated crosswalk shall have the right-of-way at all times. All vehicle traffic MUST STOP for pedestrians to cross.
C. The maximum speed on campus is 20 miles per hour. During changes of classes and in areas of pedestrian traffic, cars must be driven more slowly.
D. It is impossible to mark with signs all areas of College property where parking is prohibited. Parking or driving is definitely prohibited on grass plots, tree plots, construction areas, or any place which will mar the landscaping of the campus, create a safety hazard, or interfere with the use of the College facilities.
E. All traffic and parking signs must be obeyed.
F. Parking is not permitted at crosswalks.
G. Parking or standing is prohibited on all campus roads at all times.
H. Designated areas are reserved for VISITORS and guests.
I. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of regulations.
J. Any motor vehicle parked in violation of College traffic regulations or abandoned on campus is subject to removal and impounding at the expense of the owner or oeprator.
K. Operation of any motor vehicle in such a manner as to create excessive noise or smoke, or operation of any vehicle which is in an unsafe condition, will result in revocation of parking permit and issuance of a Maryland State Summons for violation of Article 66½ Annotated Code of Maryland.
L. In parking areas which have been marked space

and lanes, a vehicle must be parked in only one space, leaving clear access to adjacent spaces and without blocking driving lanes or creating a hazard for other drivers.

IV. TRAFFIC INFORMATION

A. Campus Police Office is located in Physical Plant Building. Office hours are 8:00 a.m. to 4:00 p.m., and the campus telephone extensions are 300 and 370. In case of an emergency from 4:00 p.m. to 10:30 p.m., contact the campus operator, and after 10:30 p.m. call the Prince George's County Police at 336-8800 and request that they contact campus security on call sign: CC-1.

B. The term abandonment, as it relates to automobiles parked on property owned or leased by the Board of Trustees, shall mean any one or more of the following conditions:

1. Any vehicle which has not been moved for fifteen (15) days and whose owner or other claimant the College is unable to locate.
2. Any vehicle which has not been moved for fifteen (15) days and identified owner or claimant refuses to move it.
3. Any vehicle on which current license plates are not displayed and which has not been moved for five (5) days.
4. Any vehicle which has not been moved for seven (7) days due to an inoperative condition caused by the removal of necessary parts or a wrecked condition.

V. PENALTIES:

A. Any person connected with the College who operates an unregistered vehicle on the campus, or who registers such a vehicle in any way contrary to the provision of these regulations, will be subject to any other regulation violation connected therewith.

B. Penalties must be paid within seven (7) calendar days from date of issue at the cashier's office in Bladen Hall. Additional cumulative penalties will be imposed for failure to settle violations on time.

C. Violations involving an unregistered vehicle owned by a member of the immediate family of a student may be charged to the student's account unless settled by the individual receiving the fee in accordance with stated privileges granteed to the visitors and guests.

D. Failure to pay or appeal violation penalty fees within time limits prescribed will result in automatic suspension of vehicle from campus until payment is made to the cashier in Bladen Hall.

E. Any individual who is found to be guilty of four (4) or more traffic regulation violations is subject to loss of campus motor vehicle privileges and towing at expense of owner of car.

VI. APPEALS:

A. An Appeals Board composed of members of the student body meets regularly to consider appeals from students charged with violations. Applications for appeals must be made in person at the Service Desk in the Student Activities Office within seven (7) days from the date the summons is issued. All actions of this Appeals Board will be final.

TRAFFIC APPEALS BOARD

B. 1. Membership shall consist of (1) one representative from the faculty, (2) one representative from classified personnel, (3) one representative from the administration and (4) one non-voting representative from the Security Department plus (5) representatives from the student body.

2. Meetings shall be held at least once a week at a predesignated and permanent place and time.
3. Quorum will consist of a simple majority.
4. Hearings will be open to the public, decisions will be made at a closed session. Decisions to be determined on each case as it is appealed and rendered at the time of appeal.
5. Defendants or their agents must be present at hearing of the appeal.
6. Appeals must be filed within seven (7) days of the date the ticket was given. All actions of the Traffic Appeals Board are final.
7. All appointments to the Board will be made

by the President of the Student Governance Board.

8. Amendments to these regulations shall be made only by the Student Governance Board.

VII. GUIDELINES FOR ISSUING HANDICAPPED PARKING PERMITS

The following guidelines were established in order to handle special parking requests.

Handicapped conditions that do not require a physician's certificate:

1. Obvious and permanent disabilities;
   examples: those in a wheelchair and lower limb amputees.
2. Obvious and temporary disabilities;
   examples: those in a leg cast and/or crutches.

Handicapped conditions that require a physician's certificate:

1. Permanent but not obvious disabilities;
   examples: those persons with heart disease, chronic lung disease, or an arthritic condition.
2. Temporary but not obvious disabilities;
   examples: from recent surgery or from a long-term illness.
3. We request the following information from the physician:
   a. the diagnosis.
   b. a recommendation for close-in parking, and
   c. a statement of whether this condition is temporary or permanent. Temporary conditions require that the length of time needed for special parking be specified.

Persons who are permanently disabled will be issued a special parking permit each fall that will be valid until the end of the following June (approximately 10 months).

Handicapped permits are obtained from the College Nurse, Room 125, Bladen Hall.

Those who are temporarily disabled will be granted special parking for the duration of their handicap.

All requests for special parking will be considered on the basis of need as determined by the above criteria and the professional judgment of the College Nurse.

ADMINISTRATIVE REGULATION NO. 2 SMOKING ON COLLEGE PREMISES

1. **PURPOSE.** The purpose of this administrative regulation is to control smoking areas within Prince George's Community College property.
2. **DEFINITIONS.** As used in this regulation, the following definitions shall apply:
   - A. "College Property" means and includes all real and personal property owned or controlled by the College, as well as real and personal property not owned or controlled by the College but used by members of the College Community in the functions of the College.
   - B. "Officially designated NO SMOKING areas" means a "NO SMOKING" sign has been posted by an authorized College employee.
   - C. "Smoke" means to carry or possess any lighted cigarettes, pipes of any form, cigars or tobacco and similar substance in any form.
3. No person shall smoke in any classroom, lecture hall, laboratory, seminar room, practice room or any other such room or enclosure on College property which is primarily intended to be used for purposes of instruction or assembly.
4. No person shall smoke in any other area on College property officially designated as a "NO SMOKING" area.
5. This regulation shall not prohibit smoking in non-designated areas or places of private use such as hallways, restrooms, lounges, offices and the like, provided such area has not been officially designated as a "NO SMOKING" area.
6. Violation of this regulation may subject a College employee to adverse personnel action, a College student to disciplinary action, and may result in any other violator being barred from College property.

ATHLETIC REGULATIONS

The Physical Education, Health and Recreation Division encourages active participation and provides instruction which helps students to develop skills which will serve their recreational/leisure time activities for now and in the future.

Prince George's Community College has one of the largest intercollegiate athletic programs in the Maryland Community College system. The College competes in 12 varisty sports, and the intramural program has drawn over 1,100 participants.

ELIGIBILITY REQUIREMENTS FOR VARISTY TEAMS

1. During the semester competition a student must carry a minimum of ten (10) credits.
2. During the semester of enrollment as a full-time student, previous to competition, a student must have a grade point average of 1.50 or better.
3. If students enroll for ten (10) or more credits, but during the semester drop below ten (10) credits, they will be ineligible until they meet the requirements of rule number two (2).
4. If a student has never attended college on a full-time basis (ten hours or more) prior to the semester of competition, there are no requirements to be met.
5. For purpose of determining eligibility, performance in summer school is subject to the same requirements as a regular school semester's work.
6. Any ten (10) hours of passing work in a semester may be used to determine the student's grade point average, but all hours of a completed course must be counted.
7. When a student receives a grade of TP in a course, (s)he has not earned any credit for the course and could be rendered ineligible.
8. A grade of P is counted as a C in determining a student's grade point average.

RULES AND REGULATIONS FOR INDIVIDUAL AND TEAM SPORTS

ELIGIBILITY

1. All regularly enrolled students, faculty, and staff employees of Prince George's Community College are eligible to compete in the intramural program, *except as provided in these rules!*

2. Students may not play on more than one team in the same sport. Their first participation, with an organization or team, in a sport definitely limits them to membership on that particular team throughout the season.

3. Each group shall file an eligibility list with the Intramural Office before the start of the season in which it competes. Any additions to the submitted rosters must be be approved by the Intramural Director.

4. The Intramural Office does not assume responsibility for the eligibility of players, but will assist organization managers and individuals with their problems of eligibility and interpretation of rules.

5. Students are not considered members of the squad if they drop or are dropped before the first intramural game.

6. Individuals and team captains and/or managers will be held directly responsible for eligibility of their players, *at all times.* (NOTE: Individuals refers to individuals participating in individual sports.)

7. Students who have received a varsity letter from any junior college, college or university (including Prince George's Community College) *may not* compete in the sport in which they received a varsity letter.

8. Unsportsmanlike conduct will not be tolerated and will be dealt with accordingly.

Any infraction of the above eligibility rules will result in the automatic suspension of the individuals involved; this includes the team captain and/or team manager. Suspension *excludes* all individuals involved from participating in the intramural program for a period of one year and results in the forfeiture of all games won by an individual, team or teams committing the infraction.

INTRAMURALS

The Intramural Program at Prince George's Community College is established to provide students with a varied recreational program. The opportunity to develop and maintain physical fitness, to compete with fellow students in team and individual sports, to have both corecreational experiences and a change from the routine of academic life is present on an organized basis.

Success of any program depends upon student participation. Both male and female students are encouraged to take an active part in the Intramural Program. The pleasure experienced will be well worth the effort.

GENERAL INFORMATION AND ELIGIBILITY RULES

HOW TO ENTER

Entry Blanks may be obtained from the Office of the Director of Intramural Activities. The Intramural Office is located in Room 104 of Novak Field House.

INDIVIDUAL SPORTS

Persons interested in participating in individual sports, such as tennis, table tennis, foul shooting, paddle handball, etc., may do so by filling out an entry form.

TEAM SPORTS

Persons interested in participating in team sports may do so by organizing their own teams, joining a team planning to enter or by filling in an entry blank. Students are encouraged to organize their own teams. Each team participaint will elect or appoint a manager and/or captain. It is important that the team members be dependable; showing up for all scheduled games on time should be stressed.

While the Intramural Office will endeavor to post all pertinent information, it is important to note that team managers and individual participants are responsible for keeping in close contact with the intramural director's office to prevent misunderstandings and/or confusion with regard to the entire program.

FACILITIES AND EQUIPMENT

All equipment, except for purely personal items, will be supplied by the Intramural Office for all scheduled events. Every effort will be made to furnish equipment and provide space for team and individual practice. Students are urged to cooperate in keeping the building and grounds clean, as well as care and prompt return of all equipment. (NOTE: Equipment will be checked out only upon receipt of the student's PGCC Identification Card. Any individual who does not return equipment the day on which it was issued will be billed accordingly.)

AWARDS

Each member of a championship team and each member of the second place team competing in a Prince George's Community College championship event will receive the official College Intramural Award. Students participating in an individual sport will determine first and second place winners by process of elimination. First and second place winners will receive the official College Intramural Award. First place winners will represent PGCC in extramural events, as the College is an active member in the D.C. Metropolitan Extramural Association.

OFFICIALS

The Intramural Office desires to maintain high standards of officiating, this being an important requisite for a successful program. The majority of officials are physical education majors, whose background and training have prepared them to act in this capacity. However, students interested in officiating should contact the Intramural Office.

INJURIES

The Prince George's Community College assumes no responsibility for injuries received during intramural competition. First aid treatment for minor injuries is available in the Intramural Office. In the event of serious injury or if there is a question as to the seriousness of the injury, the student will be referred to the school Health Nurse.

The school Health Nurse will provide treatment only to the extent and limit of the facilities. In all cases of injury requiring treatment beyond these means, the individual must assume the expense involved. Examples of injuries which the school infirmary cannot treat are: broken bones, x-rays, dental work, etc.

SAFETY

The Intramural Office will provide maximum safety measures at all times. (NOTE: Students who wear glasses must wear shatterproof glasses or a guard.)

PUBLICITY

Information on the intramural program is continually supplied to the College newspaper and to the Student Activities Office in order to make all material available to every student.

Posters are placed at advantageous places to notify students of events and closing dates for entries, when deemed necessary or desirable.

An intramural bulletin board is maintained in the foyer of Novak Field House, where all pertinent data is posted.

ABRIDGED
BUILDING USE POLICIES
as adopted by the
Board of Trustees
of
Prince George's Community College
Tuesday, November 9, 1971

ARTICLE I. GENERAL COLLEGE FACILITY POLICIES

A. The College will not provide its facilities for assemblies or other activities which, in the judgment of the President, will likely present a clear and present danger to members of the college community or campus visitors or to the property of the college or others, or may be reasonably expected to disrupt the orderly conduct of the affairs of the college.

B. The College will provide facilities on an impartial basis, subject to the requirements of these Building Use Policies, of the Code of Conduct, and of other established College rules and regulations, to recognized campus-based activities.

C. In order to maintain the campus properly, the President, the Director of Student Activities and College Security Personnel reserve the right of access to all campus facilities at all times.

D. Identification of any individual on the premises of the College may be required at any time at the discretion of an appropriate Administrative Officer of the College or College Security person.

ARTICLE II. INDIVIDUAL USE OF COLLEGE FACILITIES

A. Members of the student body, faculty, and administrative staff (collectively called the College Community) may use all areas and services not restricted, subject to any designated changes, the building schedule, and these Building Use Policies.

1. Students:

A student is defined as one who is currently enrolled at the College, and one who has completed the immediately preceding semester and is eligible for reenrollment.

2. Faculty, Staff and Community:

   Those persons participating in a summer program or a community service program are entitled to the privileges of regular members of the College Community until the beginning of the following fall semester classes.

3. The facilities of the college may be used by campus visitors to the extent that such use does not interfere with the use of the College facilities by the members of the College Community. Accordingly, the College may, at its discretion limit the number of visitors on the campus at any given time.

ARTICLE III. GROUP RESERVATION OF COLLEGE FACILITIES

A. General Procedures and Regulations for Group Reservation:

   1. All requests for reservation of facilities and services must be filed with the Director of Student Activities. Approval of such reservations shall be granted when a proposed activity meets the provisions of these Building Use Policies governing the conduct of activities in the request facility.
   2. The Director of Student Activities has the authority, under the above general College facility policies, to deny the proposed use of facilities at any time, or to impose, at any time, limits on the scope, conduct or audience size of any event and to require, as a condition of use, the services of additional maintenance personnel, technicians, or security personnel, or any indemnity at the cost of the requesting organization.
   3. Room reservations should be made at least ten (10) days prior to the event to guarantee necessary services to be arranged.
   4. In order to achieve maximum use of College facilities, facilities will not be made available to organizations over an extended period of time. Campus facilities will be scheduled on an hourly basis only. To the extent that facilities are avail-

able, however, exceptions will be granted to an organization or an individual requesting the facility for a major event, i.e., conferences, seminars.

5. Any reserving organization shall pay the College for any special personnel requested by the organization.
6. The college reserves the right to terminate reservations for any facilities during the conduct of any scheduled activity if it determines that furnishings or facilities are incurring damage as a result of the usage, or if it determines that activities endangering the health or safety of patrons, or interfering with the processes of the college, or infringing on the rights of others are taking place, or likely to occur.
7. The authorized representative signing a reservation request commits the organization to the College for the accuracy of all information contained in the request, for the conduct of the event as proposed, and for the payment of any applicable fees and any usage and damage charges incurred through occupancy of the facility. No individual may request the reservation of facilities for use by groups other than those for which is displayed satisfactory written authorization to make such commitments.
8. Failure of an organization to meet financial responsibility for damage incurred in a facility during the terms of occupancy, failure of such an organization to reimburse the college for stipulated and required service, misrepresentation by an authorized representative in regard to facility reservation request, or failure of officers, members, or their guests to observe provisions of these Building Use Policies, may subject an organization and its officers as individuals to a denial of further requests for reservation of college facilities.
9. Facilities authorized for use by an organization may not be transferred, assigned or loaned to another organization without prior written approval by the Director of Student Activities.
10. Service of food and beverages in any certain

areas of the College is subject to approval by the Director of Student Activities and must comply with regulations concerning the services of food and beverages in public areas of the College.

11. If a reserving organization determines that the use of an already reserved facility will not be required, an authorized representative is obligated to contact the Director of Student Activities within twenty-four (24) hours of the event to cancel the usage of the facility, thereby providing the opportunity for other groups to make use of the facility. Failure to make such notification may result in denial of further requests for use of College facilities.
12. The College reserves the right to require acceptable bond or certificate of insurance indemnifying the College against loss or damage and/or the advance payment of a deposit for fees and services as stipulated by the College.
13. All campus groups and departments shall be invited to participate in a scheduling meeting to be held in April of each year for the purpose of reserving facilities for the oncoming academic year.

B. Priority Categories
  1. Recognized campus groups.
  2. State and County governmental orgnaizations.
  3. Charitable, civic, religious, non-profit organizations.
  4. Other organizations.

C. Use Charges
  1. Organizations in priority categories #1 (recognized campus organizations) and #2 (State and County governmental organizations) will not be charged rental fees but may be charged service fees for the use of facilities.
  2. Organizations in priority category #3 (charitable, civic, religious, non-profit) will be charged service fees and shall be charged rental fees if admission is charged or a collection is taken for fund-raising activities as opposed to an admission fee to offset operating expenses.
  3. Organizations in priority category #4 (other com-

mercial, etc.) shall be charged rental and service fees.

D. Groups Eligible to Reserve Campus Facilities

1. College Group Use:

a. Exclusive Use:

(1) Subject to these regulations, recognized campus group requests receive first priority reservation of facilities and services on a first-come, first-served basis.

(2) Facilities and services are granted to recognized campus groups for their exclusive use at no charge unless otherwise stipulated, to include use for meetings, programs, and social affairs which may be open to visitors within the limitations of these Building Use Policies, provided, however, not more than an insubstantial number of persons attending, or solicited or invited to attend any activity or function in a College facility shall be persons who are not bona fide members of the College Community or members of their families. This limitation shall not be applicable to theatrical, or musical performances, intercollegiate athletic competitions, and other recognized competitive events.

b. Sponsorship of Use by Other Organizations:

(1) Subject to these policies, recognized campus groups may sponsor and host activities of organizations unrelated to the College, providing that such sponsored organizations supply the Director of Student Activities with satisfactory written evidence that their proposed program is consonant with the provisions of these policies, and providing that the campus group sponsor agrees in writing through its authorized representative to participate actively in and to assume full responsibility for the hosted activity and any changes attaching to it. Such use of facilities shall be secondary to the primary purpose of the College, which is intended primarily for the use of mem-

bers of the College Community. Such use shall be treated as category ’3 for purposes of use charges.

2. Definitions of Recognized College Groups and the Individuals Authorized to Assume Responsibility for them:
    a. Student organizations must be registered organizations as defined in the Code of Conduct. A student organization which has submitted its application for registration and is awaiting approval by the Student Governance Board is eligible to apply for only such facilities as are necessary for obtaining organizational membership; such organizations are not eligible for office assignments. The person signing for the use of the facility must be a student registered in the academic term in which the request is made and during which the program will be presented, and must display satisfactory written authorization to make commitments on behalf of the represented organization. Applications for usage during summer sessions (day after graduation through the first registration date) will not be granted until individuals included in priority category ’1 have granted clearance.
    b. Departments, Divisions, Administrative Units or Programs of the College; applicants must be signed by the appropriate officer of the administration or chairman of an academic department.
    c. Recognized Faculty, Administrative Organizations; applications must be signed by the President, chairman, or duly authorized agent of the organization.
3. Non-college organizations may apply to reserve available facilities through procedures stated herein.
    a. Such use of facilities shall be secondary to the primary purpose of the college, which is intended primarily for the use of members of the College Community.

ARTICLE IV. STUDENT ORGANIZATION OFFICE ASSIGNMENTS

A. General Policies:

1. Only recognized student organizations may be assigned available office space. The Student Governance Board may be assigned available office space. The Student Governance Board will be responsible for the allocation of any available space.
2. Each organization assigned space shall be fully responsible for its office and contents.
3. Office use shall be limited to the student members of the organization and their college staff advisors.
4. Failure of officers, members or their guests to observe provisions of the policies for student organization office assignments or the overall Building Use Policies may subject an organization and its officers as individuals to denial of further requests for office space.
5. An organization which has outstanding financial obligations to the College resulting from a previous office occupancy or from a previous reservation of other facilities, will not, nor will its officers as individuals, be assigned office space.
6. A recognized student organization may not lend its assigned office to individuals or to registered student organizations awaiting recognition or to non-campus organizations.
7. Requests by organization members to remain in offices or other facilities of the college after closing hours must be arranged with the Director of Student Activities and are subject to his approval.

ARTICLE V. USE OF COLLEGE FACILITIES FOR SOLICITATION

A. Solicitation activities meeting the provisions of these Building Use Policies may be conducted on the premises of the College.

B. Recognized student or College organizations seeking to solicit funds or membership or participation in activities in behalf of the organization's stated purposes must apply to schedule such activities through the Director of Student Activities. Approved solicitation activities shall be conducted only on the ground floor lobby of The Largo Student Center and areas designated by the Director of Student Activities.

C. The solicitation activities of registered student organizations awaiting recognized organization status are limited to the solicitation of organization membership, and their scheduling of such activities is subject to approval as above.

D. Agents of any non-campus organization seeking to use the College to solicit funds or memberships or to seek products in behalf of that organization must obtain the prior approval of the Student Governance Board. Any authorization of building use for such purposes (the same space limitations as listed above apply) is subject to the provisions of the College Building Occupancy Permit and to these Building Use Policies as a whole. Those activities approved by the Student Government Association must subsequently be confirmed by the Director of Student Activities, and soliciting agents must hold and show the Director of Student Activities on request a valid Maryland solicitation license issued pursuant to the Charitable Solicitations Act. All income received from the sale of such products must be assigned to the sponsoring organization and deposited in its campus account. Payment for goods, products, and services will be conducted by contractual agreements.

E. Other profit-making activities, such as the sale of books, paperbacks, greeting cards, newspapers, magazines or other items which do not conflict with existing contractual obligations of the College are not permitted on the premises of the College except through outlets approved by the Director of Student Activities, such as the Bookstore and Information Counter.

F. Poster Policy:
   1. Materials shall not be posted on plaster, vinyl, wood, painted surfaces, or the exterior of buildings.
   2. Flyers or advertisements shall not be distributed on automobiles in the parking lots.
   3. Posters shall not exceed 14" x 22".

4. All posters and notices must be submitted to the Student Activities Office for stamped approval and expiration date.
5. Posters must be removed by the party responsible for posting them no later than 24 hours following the expiration date.
6. Boards in each building may be designated for specific functions; merchandise, auto, books, housing, academic information, activities, Student Government Board/Student Program Board information.
7. The parties responsible for any posters or notices not in compliance with these criteria may be charged service and/or building damage fees.

G. Advertising:
1. Outside groups shall not post any advertising on college property, except with permission of the Director of Student Activities.
2. Use of the highway signboard by all groups is handled by the office of College and Community Information, by filling out a request form obtained from the Student Activities Office.

H. Code of Conduct:

The Code of Conduct has been established, and applies equally to students and all persons using College facilities.

I. Food Service for Food Events:
1. Arrangements must be made with the Director of Food Services for use of the cafeteria and kitchen.
2. Any sale of food material or dispensing of food must have the advance notification and permission of the Food Service Director.

ARTICLE VI. SPECIAL BUILDING RESTRICTIONS

A. In order to maintain the facilities of the college, nothing shall be affixed to vinyl or plaster walls, painted surfaces, or to the exterior of buildings.

B. No interior or exterior facility of the college shall be painted or otherwise defaced.

C. College equipment or furniture shall not be damaged, and shall not be removed from the buildings without written authorization from the Director of Student Activities.

D. Pets and animals are not allowed in facilities where food is being served, or inside any College building. Pets must be leashed in all other areas.

E. Notices—persons wishing to place notices on the bulletin board should display the information on a 3 x 5 card only. Cards can be obtained from the Student Activities Office, Largo Student Center, and all notices must have the stamped approval of the Activities Office. The cards will be removed after thirty (30) days. Other publicity, such as posters and flyers, must be approved by the Activities Office, or by a Student Government Representative.

CONSTITUTION OF THE ASSOCIATED STUDENTS OF PRINCE GEORGE'S COMMUNITY COLLEGE

PREAMBLE

We, the students of Prince George's Community College, deriving our authority from the student body of Prince George's Community College, hereby establish the Associated Students of Prince George's Community College

ARTICLE I: MEMBERSHIP

All Prince George's Community College Students shall be members of the Associated Students of Prince George's Community College. A student shall be defined as one who is currently enrolled at the College, and one who has completed the immediately preceding semester and is eligible for re-enrollment.

ARTICLE II: POWERS

The representative organization of the Associated Students of Prince George's Community College shall be known as the Student Governance Board which shall exercise the administrative, legislative, and judicial powers of the Associated Students of Prince George's Community College. The Student Governance Board shall be considered a continuous body and as such all legislation passed by the Student Governance Board shall be binding on succeeding student associations unless such legislation is specifically repealed.

Section A: THE STUDENT GOVERNANCE MAY EXERCISE THE FOLLOWING POWERS:

1) By a two-thirds vote of its members, to establish its bylaws to the Constitution.

2) To establish the rules governing the elections of the Associated Students of Prince George's Community College.

3) To recommend students for appointment to committees of the College.

4) To act as the sole representative of this Association.

5) To act as the representative of any member upon request of that member.

6) To advise the Board of Trustees, the College President, the faculty organization, classified staff organization, and administrative staff organization on matters of student interest and concern.

7) To establish reasonable rules and regulations concerning the operation of the Student Governance Board.

Section B: In addition, to the extent authorized by the Board of Trustees and the College President, the Student Governance Board may exercise the following powers:

1) To coordinate with the Division of Student Affairs, activities of student organizations.

2) To plan, coordinate, implement, authorize and enforce all policies of the Associated Students.

3) To allocate all designated student space.

4) To exercise such other powers as may be delegated to the Associated Students by the Board of Trustees or the President of the College.

5) To represent the Associated Students or any member(s) thereof to bring questions, suggestions, or petitions, or any grievance to and/or against the College Administration, the Faculty or any activity excluded from direct Student Governance Board jurisdiction to the attention of the appropriate authorities.

ARTICLE III: MEMBERSHIP OF THE STUDENT GOVERNANCE BOARD

The Student Governance Board, elected at large, shall consist of the following eight members: President, Vice President, Treasurer, Legal Affairs Office, Student Affairs Representative, Arts and Sciences Representative, Technical and Career Education Representative, and Evening and Community Education Representative.***

ARTICLE IV: DUTIES OF THE STUDENT GOVERNANCE BOARD

The Student Governance Board shall:

1) Appoint and designate all committees and committee chairpersons of the Association.

2) Carry out all administrative, legislative and judicial functions of the Associated Students.

3) Outline in the Bylaws the specific duties of each Board member.

4) Submit an annual report of the student Governance Board's activities and accomplishments.***

5) Submit an annual report to the student body on the administration and oversight of student funds.***

ARTICLE V: ELECTIONS

Section A

There shall be elected an eight (8) member Board.

Section B

A student wishing to become a candidate for a position on the Student Governance Board must file ontice with the Student Governance Board not later than the date specified by the Election Committee.

Section C

1) The Election Committee shall supervise all election procedures.

2) General election shall be completed by the third Friday of April each year.***

Section D: Qualifications

1) All Student Governance Board members shall be enrolled in credit courses at Prince George's Community College

2) All Student Governance Board members shall have earned a previous semester's and accumulative grade point average of a 2.0 academic standing.

3) The President, Vice President and Treasurer shall have completed nine (9) credit hours at Prince George's Community College prior to assuming office. 4) The President, Vice President and Treasurer shall be enrolled in, and maintain throughout the office term a minimum of (9) credit hours. All other Student Governance Board members ahll be enrolled in, and maintain throughout the office term a minimum of six (6) credit hours.**

Section E: Term of Office

1) Each Student Governance Board member shall hold office for a term of one year or until his successor shall be elected and take office, unless the term shall sooner terminate by reason of resignation, disqualification or removal from office.

2) Any Student Governance Board member may hold successive terms of office except that the President may not hold two successive full terms as President.

3) Term of office shall commence the first day after the last day of classes of the Spring Semester.**

ARTICLE VI: MEETINGS

Section A

The Student governance Board shall conduct a minimum of one Town Hall Meeting and one business meeting per month during the regular academic year. In addition, other regular and special meetings may be held as provided in the Bylaws. The President of the Associated Students may call special meetings at his discretion or at the request of three (3) Student Governance Board members. Student Governance Board meetings shall be open to the College community.

Section B

A quorum for the transaction of Student Governance Board business shall consist of a majority of the members of the Student Governance Board at thd time.

Section C

A copy of minutes to all Student Governance Board meetings shall be filed in the Archives at the Larning Resources Center.

ARTICLE VII: VACANCY AND CHANGE OF OFFICE

Section A

The Student Governance Board shall make interim appointments to fill all vacancies until the next regularly scheduled election.

Section B

All vacancies shall be posted to the College community at least two weeks prior to an election in an interim appointment. Candidates for those vacancies shall possess the qualifications as required in the Constituion.

ARTICLE VIII: REMOVAL FROM OFFICE

Section A

Upon a petition of 250 students of the Associated Students and upon vote of four-fifths majority of the Student Governance Board, any member of the Student Governance Board may be removed from office.

Section B

Malfeasance and nonfeasance shall constitute grounds for removal from office.

ARTICLE IX: INITIATIVE AND REFERENDUM

Section A

By a petition of 250 students, any proposal shall be brought to a vote in the Student Governance Board at the next regularly scheduled meeting.

Section B

By a petition of 500 students, any action by the Student Governance Board shall be referred for referendum to the Associated Students at the next rescheduled election.

Section C

A referendum proposal shall be decided by a simple majority of the students voting.

ARTICLE X: AMENDMENTS

Section A

By action of the Student Governance Board or by petition of 500 students, a proposed amendment to the Constitution of the Associated Students of Prince George's Community College shall be placed before the Associated Students for referendum at the next regularly scheduled election.

ARTICLE XI: RATIFICATION

This Constitution shall be officially adopted by the Associated Students upon a simple majority referendum vote.

Revised December 13, 1974

*Amended April, 1976
**Amended October, 1976
***Amended April, 1978
****Amended April 20, 1979

Constitution of the Program Board of Prince George's Community College

Preamble

The Program Board is established to develop, plan, coordinate and implement co-curricular programs for the Prince George's Community College. These programs shall include social, recreational, and curricular interests.

Article I: Membership of Program Board

The program Board shall consist of a three (3) person Executive Committee and various chairmen of standing committees.

a) Executive Board Membership
   1) Student Governance Vice President Choosen by election
   2) Program Board President - Chosen by Selection Committee
   3) Program Board Budget Officer - Chosen by Selection Committee

b) Standing Committees - Membership chosen by Executive Board
   1) Films Committee
   2) Concert and Dance Committee
   3) Agora Committee
   4) Publicity
   5) Special Events Committee
   6) Speaker Committee
   7) Association of College Unions International Delegation

Article II: Duties of the Program Board Executive Committee

The Program Board Executive Committee shall:

1. Appoint and designate all Ad-hoc committees and standing committee chairpersons.
2. Carry out all administrative functions of the board.
3. Outline in the by-laws the specific duties of each board member and each standing committee.

Article III: Selection of Program Board Executive Committee

Section A

A student wishing to become a candidate for a position on the Program Board Executive Committee must file a petition with the Program Board Executive Committee not later than the date specified by the Selection Committee.

Section B

All vacancies shall be posted and advertised to the college community at least two weeks prior to selection.

Section C

1. The Selection Committee shall have selected the Executive Officers of the Program Board not later than the beginning of the Second Semester.
2. The Selection Committee shall consist of:
   a. the incumbent President of the Program Board;
   b. the President of the Student Governance Board;
   c. the Vice-President of the Student Governance Board;
   d. the Student Affairs Representative of Student Governance Board;
   e. representatives of two campus organizations to be chosen by the Student Governance Board;
   f. advisor of Program Board (to serve as convener);
   g. one member of the faculty or administrative staff to be chosen by the incumbent President of the Program Board Executive Committee.

Section D

Appointments made by the Selection Committee shall be ratified by the Student Governance Board.

Section E: Qualifications

1. All Program Board Executive Committee Officers shall be enrolled in credit courses at Prince George's Community College.

2. All Program Board Executive Committee Officers shall have earned for the previous semester a cumulative grade point average of at least 2.0.

3. The President and budget officer shall have completed 9 credit hours at Prince George's Community College prior to assuming office.

4. All Program Board Executive Committee Officers ahll be enrolled in and maintain throughout the office term a minimum of 9 credit hours.

5. Applicants for President must have been on the Prince George's Community College Student Program Board for at least one semester.

Section F: (Qualifications for Standing Committee Chairperson)

1. Chairperson should be enrolled in credit courses at Prince George's Community College.
2. Chairperson should have earned in the previous semester an overall cumulative Grade Point Average of good academic standing.

Section G: Term of Office

1. Each Program Board Executive Committee member shall hold office for a term of one year or until a successor shall be selected and take office, unless the term shall sooner terminate by reason of resignation, disqualification, or removal from office.
2. Term of office shall commence on July 1 and terminate on June 30 of the succeeding year.
3. In the interim period, the Budget Director should be acting President.

Article IV: Meetings and Quorum

Section A

The Program Board Executive Committee shall conduct a minimum of one public meeting per month during the regular academic year. In addition, other regular and special meetings may be held as provided in the by-laws.

Section B

A quorum for the transaction of Program Board Executive Committee business shall consist of a majority of the officers of the Program Board at the time.

Article V: Vacancy and Change of Office

Section A

The Selection Committee and the Program Board Executive Committee shall fill all vacancies in accordance with regularly established procedures in Article III.

Section B

All vacancies shall be posted and advertised to the College Community, at least two weeks prior to selection. Candidates for those vacancies shall possess the qualifications as required in the Constitution.

Article VI: Removal From Office

Section A

Upon a vote of two (2) officers of the Program Board Executive Committee, any chairperson of a standing committee may be removed from office. In the case of the Executive Committee, upon a recommendation of a majority of the Standing Committee of the Program Board Executive Committee a petition for removal from office may be presented to the Selection Committee for their action.

Section B

Malfeasance and nonfeasance shall constitute grounds for removal from office.

Article VII: Amendments

Section A

By action of the Selection Committee for Student Program Board, the selection of the President of Prince George's Community College student program board may be made by a majority vote of those present.

Entrance Exam

The College Syndrome Entrance Examination

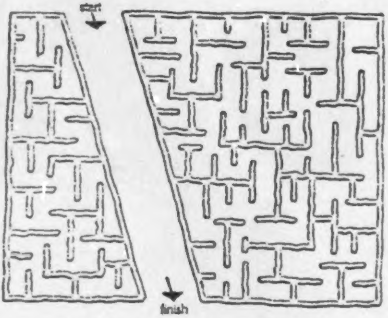
connect the DOTS!

●
1.

●
2.

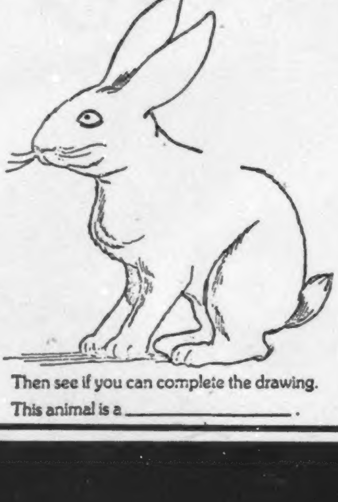
AND THERE'S MORE!

get through the MAZE!



see if you can find your way through this perplexing maze.

The artist who drew this picture has cleverly left out a part of this drawing. Can you guess what this animal is by examining the incomplete drawing?

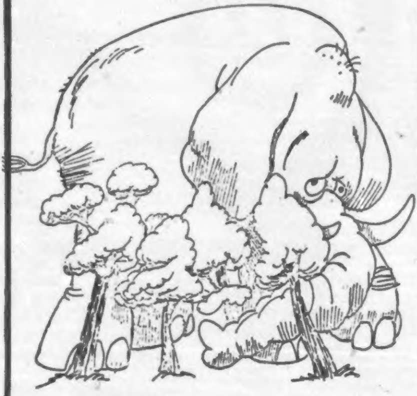


Then see if you can complete the drawing.

This animal is a ____________________.

FIND THE ELEPHANT

can you find the elephant hidden in this picture?



Tic Tac Toe challenge

You are battling for the tic tac toe championship of the world. You have the last move and one open square is left. Can you win the championship with only one move? You are x. Good luck!

X	O	X
O		O
X	O	X

Word Search!

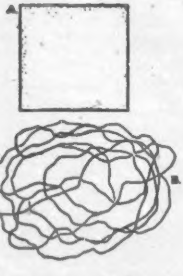
Find the word in the word list by looking across, down, diagonally, forwards or backwards. Circle the word you find.

xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxx**cat**xxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxx

WORD LIST

cat

One of these
is a square
and one is not.
which one
is the square?



put your answer here A ☐ or B ☐

GLOSSARY:

A Partial List of Total College Terms

accreditation: recognition for maintaining standards that qualify the graduates for admission to higher or more specialized institutions or for professional practice

ACT: American College Testing Program: a national testing program designed to measure basic college aptitude in the way of verbal and math skills, and is an admissions requirement for many U.S. colleges and universities — sponsored by the American College Testing Program

Affirmative Action: **a men's foundation shop, or saying "yes" means never having to say you're sorry**

articulated: designed in line with courses in another institution

Associate in Arts: degree conferred by Prince George's Community College

baccalaureate degree: the 4-year degree conferred by colleges and universities

behavioral science: a social science dealing with human action and seeking generalizations of human behavior in society

CEEB: College Entrance Examination Board: a non-profit organization that provides tests and other educational services, including publications for students, schools, and colleges

CGP: Cooperative Guidance and Placement Test: test required of all new applicants to PGCC, the performance on which does not detract or enhance a student's eligibility for admission, but measures basic college Reading, Writing, and Mathematics skills

CLEP: College Level Examination Program: a series of general and subject examinations sponsored by ETS which are designed to measure college level course material that can be acquired by students both formally and informally, and for which college credit may be awarded

concentration courses: the direction of attention to a single group of courses within a specific program

concurrently: at the same time; during the same semester

concurrent student: a special student taking courses simultaneously at Prince George's Community College and at high school

credit hour: the unit of measuring educational credit based on a given number of classroom hours per week throughout a semester (e.g. ENGL 101, 3 credit hours, meets for a total of 45 hours over a 15-week semester. 45 + 15 = 3)

cumulative grade point average: average made up of successive additions of grade points divided by total number of completed credit hours

curriculums: programs of study constituting an area of specialization

elective: permitting a choice (of a group of course electives)

dean: present tense of done or 30 minutes prior to dawn

ETS: Educational Testing Service: a national, non-profit organization dedicated to the development and promotion of reliable and valid educational and occupational tests

GATB: General Aptitude Test Battery: a statistically sound and widely used aptitude test battery composed of 12 tests measuring 9 aptitudes, its use is governed by the U.S. Department of Labor and is sometimes quite helpful in occupational counseling

GED: General Education Diploma: a nationally recognized high school equivalency diploma or certificate which is awarded following successful performance on the GED test battery

governance: wife of the governor or ruler of a colony of entymologists

humanities: branch of learning having primarily a cultural character (Art, Music, Speech, Philosophy or Foreign Language)

I Grade: Incomplete: given only to students whose work in a course has been qualitatively satisfactory, when because of illness or other circumstances beyond their control, they have been unable to complete the course requirements. In cases where the mark is given, students must complete the work assigned by their instructor by the end of the following semester. At this time the instructor must assign a mark. The grade "I" automatically becomes an "F" if the work to be completed is not made up by the end of the following semester. Exceptions to this rule may be granted by the Dean of Arts and Sciences or the Dean of Technical and Career Education on written request of the instructor if circumstances warrant further delay

international student: one whose official residence is outside the United States

language competency: having adequate abilities or qualities in a language

major: a subject of academic study chosen as a field of specialization

matriculating student: an applicant seeking a degree from Prince George's Community College or any senior institution.

mini-course/modules: a collection of one-credit courses which are scheduled on a 5-week basis (or by arrangement by the Co-op Coordinator) and designed to serve the diverse needs and interests of students

nonmatriculated or special student: a student with no degree goal who is taking courses for personal reasons

option: an alternative choice of courses

owl: a bird of prey that doubles as PGCC's mascot, the first word in the Lord's Prayer, also what you say when you burn or bang your elbow.

P Grade: Passing: designated as passing and is most commonly used in developmental courses

physical science: the natural sciences that deal primarily with non-living materials (Astronomy, Chemistry, and Physics)

prerequisite: a course which must be completed before a student can register for a more demanding or higher numbered course

SAT: Scholastic Aptitude Test: national testing program designed to measure basic college aptitude in the way of verbal & math skills, and an admissions requirement for many U.S. colleges and universities—sponsored by the CEEB through ETS

SCII: Strong-Campbell Interest Inventory: a self-administered questionnaire measuring preferences for activities, hobbies, and job situations, and sometimes quite helpful in occupational counseling

semester: a four and one-half month period of educational study (PGCC also offers some courses on an 8-week basis)

senior institution: a college or university conferring a higher degree than the Associate in Arts degree, (e.g. Bachelor Degree, Master's Degree) and to which a student at PGCC might wish to transfer

sequence: a continuous or connected series; way in which courses are taken or arranged (course sequence)

social science: program of studies dealing with human action and seeking generalizations of human behavior in society (Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)

tenure: an attempt to say "tender" after eating a hot pizza in the Agora Pub

TOEFL: Test of English as a Foreign Language: an internationally administered English proficiency examination, TOEFL is an admissions requirement for foreign students who seek admittance to any one of a number of colleges and universities throughout the United States

TP Grade: Towards Passing: a deferred grade given to a student who is doing satisfactory work in a course with an approved continuance procedure. The student who cannot complete the objectives within a semester will be given the grade of "TP." The student has the obligation to register for the course within the next semester in order to earn a grade, otherwise the "TP" grade will automatically become a "W"

transcript: an official copy of a student's educational record

transfer program: program articulated with a senior institution enabling the student to transfer to another college or university and work towards a Bachelor's Degree

waive: to refrain from enforcing a rule (as in a prerequisite for a course may be waived at the discretion of the dept. chairperson)

work-study: dilemma of the night students

Syndromes Of A Foreign Language

CGP

(1) something Andy Granatelli sells, (2) a drug used by Physical Plant employees, (3) what you say when you see a GP

Matriculating

(1) Pa Triculate's wife, (2) something you can go blind from doing too much, (3) a female coffee maker, (4) a disease obtained from sleeping on dirty mattresses

Orientation

(1) an Eastern self-service, (2) an Oriental two-step, (3) a large house in Southern Japan with slaves and magnolias

Credit Hour

(1) a unit of time costing $17.50, (2) a TV show sponsored by Suburban Trust, (3) getting through to Master Charge

Withdraw

(1) something you should do when you're off the pill, (2) the only way to graduate as an art major, (3) what you do with crayons

Marlboro Hall

(1) a cigarette factory where they make Mexican laughing gas, (2) Monty Hall's brother, (3) a place to buy leather underwear and whips

Evening Dean

(1) a man wearing silk stockings and a garter belt, (2) what you say to a Dean after dark

Transfer

(1) what a trans sheds in the Spring, (2) a female phys. ed. major who wears boxer shorts

Beltway

(1) something that tips the scales at 2,000 lbs., (2) the race preceding the Indy 500, (3) one of the 73 positions known by Murry Belt

Owl

(1) a bird of prey with a short hooked bill and sharp talons that doubles as PGCC's mascot, (2) first word in the Lord's Prayer, (3) what you say when you burn your elbow

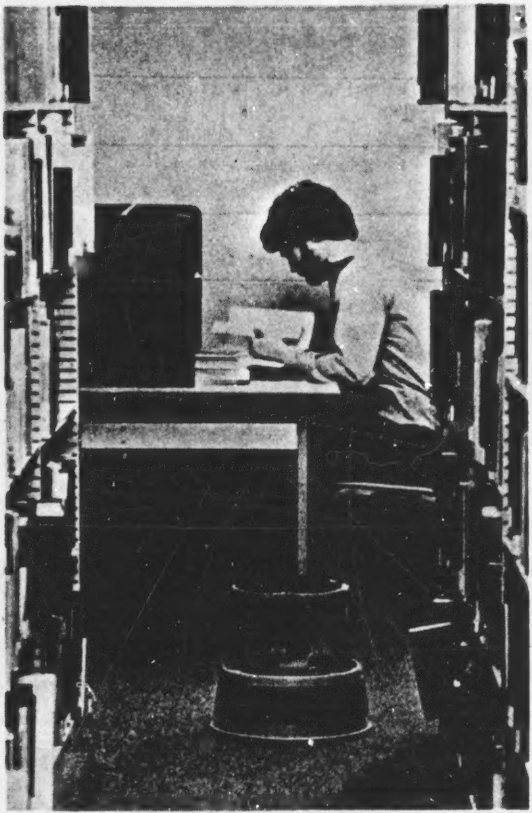
Student Center

(1) the area of a student located between the chest and the knees, (2) the building where you can cut class and never run into your instructor

INSTANT INFORMATION

Admissions & Testing	Bladen Hall 154	322-0863
Allied Health	Lanham Hall 313	322-0733
Anthropology	Marlboro Hall 2020	322-0529
Art	Marlboro Hall 1035	322-0962
Biological Sciences	Marlboro Hall 2133	322-0420
Business Department	Marlboro Hall 2011	322-0701
Business Technology	Marlboro Hall 2015	322-0698
Calendar	Largo Student Center	322-0853
Career Counseling & Placement	Marlboro Hall 2107	322-0886
Career English	Bladen Hall 208C	322-0596
COLLEGE Bookstore	Largo Student Center	322-0912
Community Resources Development	Bladen Hall 132	322-0785
Community Services (Assoc. Dean)	Bladen Hall 132	322-0706
Community Services (Courses)	Bladen Hall 137	322-0869
Composition & Contemporary Lit.	Marlboro Hall 3080	322-0564
Computer Technology	Marlboro Hall 2011	322-0754
Conferences	Bladen Hall 137	322-0873
Counseling	Marlboro Hall 2102	322-0829
Degree Centers	Bladen Hall 148	322-0783
Developmental Studies	Marlboro Hall 2117	322-0495
Economics Department	Marlboro Hall 2019	322-0528
Emergency		
Engineering Department	Marlboro Hall 3043	322-0419
Engineering Technology	Marlboro Hall 2011	322-0753
English Studies	Marlboro Hall 3076	322-0861
Extension Centers	Bladen Hall 148	322-0783
Financial Aid	Bladen Hall 152	322-0822
Foreign Languages	Bladen Hall 310 F	322-0952
Game Room	Largo Student Center	322-0853
Geography	Marlboro Hall 2022	322-0530
Health Education	T16E	322-0522
Health Technology	Lanham Hall 314	322-0733
Health Services	Bladen Hall 125	322-0845
History Department	Marlboro Hall 2018	322-0527
Human Development	Marlboro Hall 2094	322-0829
Humanities	Queen Anne 104	322-0920
IDWA	AAFB	322-0779
Information	KIOSK	322-0993
Intercollegiate Athletics	Novak 111	322-0513
Intramurals	Novak 111	322-0513
Learning Resource Center	Kent Hall 2nd floor	322-0462
Lost & Found	Largo Student Center	322-0853
Management Institute	Bladen Hall 130	322-0788

Math & Engineering	Marlboro Hall 3043	322-0419
Music Department	Marlboro Hall 1083	322-0954
MYND	Largo Student Center	322-0853
Nursing Department	Lanham Hall 312	322-0733
OWL	Largo Student Center	322-0905
Parking Stickers	Physical Plant	322-0655
Parking Ticket: Appeals	Largo Student Center	322-0888
Payment	Bladen Hall 178	322-0988
Philosophy Department	Bladen Hall 310C	322-0949
Physical Sciences	Bladen Hall 107K	322-0432
Physical Education, Recreation	Novak 105	322-0504
Political Science	Marlboro Hall 2022	322-0530
PREP	AAFB	322-0779
Psychology Department	Marlboro Hall 2023	322-0531
Publications	Bladen Hall 307	322-0915
Public Services Department	Marlboro Hall 2002	322-0755
Records & Registration	Bladen Hall 165	322-0801
Science & Math	Marlboro Hall 3043	322-0419
Scientific & Service Technology	Marlboro Hall 2011	322-0750
Secretarial Science	Marlboro Hall 2011	322-0702
Security	Physical Plant	322-0666
Social Sciences	Marlboro Hall 2009	322-0524
Sociology/Anthropology	Marlboro Hall 2020	322-0529
Sophomore Literature	Marlboro Hall 3078	322-0565
Speech Communication	Queen Anne 112	322-0934
Student Activities	Largo Student Center	322-0853
Student Affairs	Kent Hall 119	322-0412
Student Governance Board	Largo Student Center 246	322-0888
Summer School	Kent Hall 125	322-0417
Technical & Career Education	Kent Hall 127	322-0406
Theatre Department	Queen Anne 112	322-0934
Veterans Affairs	Bladen Hall 167	322-0816
Workstudy	Bladen Hall 152	322-0823



NEXT!

THE TWENTY MOST IMPORTANT QUESTIONS ASKED AT PRINCE GEORGE'S COMMUNITY COLLEGE

THE TWENTY MOST ASKED QUESTIONS AT PGCC

(NOT IN ORDER OF IMPORTANCE, OR ANY OTHER KIND):

1. Why does my fetal pig taste funny?
2. Why do the Security Officers carry whips?
3. Why do the members of the Art faculty follow the Security Officers?
4. Why does the school psychologist sleep on a bed of nails?
5. Why do the people in the Athletic Department wear shirts with little duckies on them instead of alligators?
6. Why do the members of the Catholic Student Association get excited when they hear "In Heaven There Is No Beer?"
7. Why do the members of the student body get excited when they see one?
8. Why am I here? Actually, where am I?
9. Will I go blind if I matriculate?
10. Why did they take my pulse in the Admissions Office?
11. Ou est la pool? (asked only by Canadian hockey players or French Olympic swimmers.)
12. Who stole the Kieshka?
13. How many of my credits from Yale will transfer to PGCC?
14. Why did Roy Rogers stuff Trigger and put him in the back yard?
15. Does he plan to do the same thing to Dale?
16. Will Jeanette and Ronald McDonald ever tie the knot or get their buns together?
17. What does it mean when the President says "Nanu nanu?"
18. Why can't Physical Plant make a tree?
19. What's green and lives on my doughnut?
20. Can we be sure that Frankie and Johnnie were lovers?

Spring Semester 1980

October 31, Wednesday
Begin registration for Spring 1980 semester
January 7, Monday
College Re-Opens
January 19, Saturday
Classes Begin
January 19-25, Saturday-Friday
Late Registration—Last day to add a class or change sections
February 18, Monday
George Washington's Birthday—COLLEGE CLOSED (Classes will be held during the weekend, Feb. 16 & 17)
February 22, Friday
Last day to change from "credit" to "audit" or from "audit" to "credit"
March 4, Tuesday
Registration at Andrews Air Force Base Second 8-weeks classes
March 10, Monday
Registration for Second 8-weeks classes
March 11, Tuesday
End of first 8-weeks classes
March 12, Wednesday
Mid-Term—Beginning of Second 8-weeks classes
March 17-23, Monday-Sunday
Spring Break—No classes
March 24, Monday
Classes resume
March 31, Monday
Last day to drop with an automatic "W"
April 4-6, Friday-Sunday
Easter break—COLLEGE CLOSED
May 12, Monday
Last day of classes—last day to withdraw
May 13-17, Tuesday, Saturday
FINAL EXAMINATIONS
May 24, Saturday
Commencement
May 30, Friday
Memorial Day—COLLEGE CLOSED

THE COLLEGE SYNDROME

DANGER
FLAMMABLE
RADIATION HAZARD
DANGER

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